

## School Nursing in Seattle Public Schools

Thank you for your interest in working as a nurse for the Seattle Public Schools.



### About Seattle Public Schools (SPS)

- Located near the Cascades and Puget Sound, SPS is located in Seattle - a city with a broad range of cultural and historical attractions
- Over 6,000 staff work with 53,000 students representing every ethnic, racial and socioeconomic background and 120 languages
- SPS has 12 comprehensive high schools, 10 middle schools, 10 K-8 schools, 59 elementary schools, and 10 alternative schools.
- Students attend neighborhood schools or may attend specialized programs that fit their needs
- Twenty-five schools have school-based health centers on site, through a partnership with local community health care agencies.

### About Student Health Services

#### Our Mission

The Student Health Services Department will commit all of its human and material resources to increase the number of students who are ready to learn, to support teachers in creating environments which sustain the learning readiness of students, and to assist all students in maximizing their personal levels of physical, social, and emotional wellness. We are partners in this most important work with families, district staff and community supporters.

Student Health Services meets this commitment by providing a comprehensive program of services that encompasses prevention, early detection, and remediation of health problems by providing health services, health education, and a healthy environment.

- School nurses have the highest job satisfaction rating of any nursing specialty – most nurses who become school nurses stay in that specialty until their retirement.
- We offer a family friendly schedule and the opportunity direct your nursing interventions to prevention focused activities that address the whole child.
- SPS is highly competitive among WA school districts with a strong nurse governance structure; strong nursing leadership – including nurse evaluators using a nurse developed evaluation rubric, and competitive pay structure based on teacher pay scales.
- Health Services staff include 69 Certificated Registered Nurses, 8 Classified Nurses, Nurse Program Manager , Assistant Nurse Manager and 1.0 FTE Clinical Nurse Coordinators and an Administrative Secretary with tech support.
- SPS nurses have a strong professional team – 100% of our certificated nurses have a minimum of a BSN, 40% are masters prepared, and 40% are national board certified in school nursing.
- Nurses in Seattle are employed as either a certificated school nurse or a classified nurse.

- **Certificated school nurses** have a Bachelor of Science degree in Nursing, hold a Washington State Registered Nurse license and an Educational Staff Associate (ESA) certification from the Office of the Superintendent of Public Instruction (OSPI) see more information below.
  - Assigned to individual schools according to school characteristics such as population and severity of health concerns
  - Manage all aspects of school health care including immunization surveillance, mandated screenings, setting up health care and medication administration plans, illness and injury care, coordinating services with other health care professionals, and working as a member of the school team to identify and mitigate health barriers to learning through 504 or IEP development.
- **Classified nurses** hold either an RN or LVN license and work under the direction of a certificated school nurse.
  - Provide technical nursing support to individual students with health needs such as Type 1 Diabetes, or who have emergency medications that only a RN can administer
  - Assist with immunization compliance and vision and hearing screening procedures
- School nurses work closely with the Nurse Managers through a Program Leadership Team model with monthly governance meetings and also are represented by the Seattle Education Association.
- Nurses are paid according to the State Certificated/Classified salary schedules along with generous medical, dental, vision and other benefits.
- 40% of our Certificated Nurses also have National Board Certification for School Nurses which pays an additional \$1,500 stipend
- Newly hired nurses have mentors assigned to them as well as Clinical Nurse Coordinator support
- Newly hired certificated nurses are eligible for a signing bonus of \$500 payable October 1, 2015.

### **Applying for a Position with Seattle Public Schools**

Applying for employment is a separate process from applying for the ESA Certificate through OSPI. Please allow plenty of time to apply for employment as well as the ESA certificate. Contact the Program Manager or Assistant Manager below for more information.

- Requirements:
  - Fingerprints – these can be done in our Safety and Security office- cost is \$43.50, and appointment is required 24 hours in advance at 206-252-0282
  - An official transcript from the educational institution where you received your degrees is required for both Seattle public Schools and the ESA Certification application.
  - Nursing license
  - Current first aid and CPR certification

- Three professional references
- For a Certificated Nurse position: Apply easily by selection this link to see our job description: [Certificated School Nurse](#)
  - Select the “Apply” link in the top right corner.
- See the tables of timelines below

### Applying for ESA Certification from Office of the Superintendent of Public Instruction

The ESA School Nurse Certificate is an educational endorsement from OSPI required to work as a Certificated School Nurse in Seattle Public Schools. The Office of Superintendent of Public Instruction sets the requirements for this Certificate and processes your application documents and fees. The following information was taken from the OSPI website.

<http://www.k12.wa.us/certification/ESA/Initial.aspx>

- **Degree/Program** - Must have completed a baccalaureate or higher degree program in nursing from a program accredited by the National League of Nursing Accreditation Commission or the Commission of Collegiate Nursing Education.
- **License** - Must hold a valid Washington State license as a registered nurse.
- **Course** - Must have completed prior to, or within 180 days after certification, a 30 clock hour or 3 quarter hour (2 semester hrs) course approved by the State Board of Education which will include study in schools and society; human growth, development, and learning; American school law; legal responsibilities of the ESA; and the responsibilities of the specific ESA role in a school setting, including the state learning goals and essential academic learning requirements;
  - or**
  - Candidates who were trained out of state may, in lieu of the course, present verification of a state-approved certification program in the role as a school nurse;
  - or**
  - 3 years of experience in the role under appropriate certification if certification was required.
- While the coursework can be completed within 180 days, the certificate must be issued by OSPI before you can begin work as a Certificated School Nurse in SPS. It can take several weeks for OSPI to approve this. The fee is \$68 for the initial certificate and is good for 7 years.
- OSPI requires fingerprints and transcripts for your degrees to obtain an ESA Certificate as does Seattle Public Schools - so you may want to order transcripts in advance.

### School Nurse Certification Courses

- Pacific Lutheran University
  - Introduction to School Nursing
  - Contact Info
    - <http://www.plu.edu/ccnl/current-offerings/intro-to-school-nursing/home.php>
    - Call 253-535-7683 or email [ccnl@plu.edu](mailto:ccnl@plu.edu)
- Washington State University
  - Educational Staff Associate Initial Certification/School Nurse Initial Certification

- Contact Info
  - <http://nursing.wsu.edu/Continuing-Education/index.html#School-Nurse>
  - Call 509-324-7219 or [norberst@wsu.edu](mailto:norberst@wsu.edu)
- Puget Sound ESD
  - Provides ESA for multiple specialties including nursing, OT, PT, SLP
  - Contact Info
    - <http://www.k12.wa.us/certification/ESA/pubdocs/ESACourseSchedule.pdf>
    - Jill Clayton - [JClayton@psed.org](mailto:JClayton@psed.org) (425) 917-7814 or 1-800-664-4549 Ext 7814

**Classified Application Process**

Steps	Time	SPS <b>Classified</b> Nurse Application Process
Apply		Complete application to SPS position on SPS web site , include 3 references with contact information
Finger prints	2-12 weeks	Have fingerprints taken at SPS safety and security call 206-252-0282 to schedule \$43.50 or PSESD
Transcripts	2-4 weeks	Request official transcripts from college/university

**Certificated Application Process**

Steps	Time	SPS <b>Certified</b> School Nurse Application Process
Apply		Complete application to SPS position on SPS web site , include 3 references with contact information
Finger prints	2-12 weeks	Have fingerprints taken at SPS safety and security call 206-252-0282 to schedule \$43.50 or PSESD
Transcripts	2-4 weeks	Request official transcripts from college/university
OSPI Certificate	1-3 months	Complete application for ESA certification on OSPI website
ESA course		Within 6 months of ESA application, complete the required course work for ESA certification

**School Nursing Resources**

Guidance on school nursing in Washington State including statutes and recommended practice

- Available on the OSPI Health Services website: <http://www.k12.wa.us/healthservices/>
- Please see Health Topics A-Z for guidelines for the delivery of school health services in Washington State.

**Seattle Public Schools Contacts**

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