

Edina Public Schools Job Description

Early Childhood Screening: Health Screener

Reports to: Early Childhood Special Education Coordinator

Purpose of Position:

The Developmental Health Screener is responsible for providing a welcoming environment for families, obtaining accurate health screening results with preschool children, and communicating screening results and recommendations.

Essential Duties and Responsibilities:

- Completes screening registration procedures.
- Makes preschool students, parents, employees, and visitors welcome in the screening environment.
- Administers health screening tools to preschool children.
- Administers and interprets information received from parents or guardians regarding preschool children's health development.
- Communicates information received from screening and available resources to parents or guardians at a summary interview.
- Contacts district offices and departments to coordinate and exchange information.
- Creates, monitors, and maintains accurate records, databases, and other documents.
- Arranges and maintains a safe screening environment.
- Provides guidance to independent child care provider in setting up the waiting room for activities, monitoring play, and maintaining a safe environment during screenings.
- Attends in-services, workshops, training programs, district meetings as requested by the supervisor.
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree in nursing or completion of medical school.
- Licensed in Minnesota as a registered nurse, school nurse, public health nurse, or physician.
- One year of experience as a registered nurse, school nurse, public health nurse, or physician.
- Interest in working with preschool children and parent populations.
- Basic computer skills with the ability to use Microsoft Office products.
- Knowledge of district and school policies and procedures.
- Knowledge of screening, assessment, and development tools for preschool children.
- Knowledge of child development theories, particularly for preschool children.
- Knowledge of the family systems, structure, and functions.
- Excellent organizational and time management skills.
- Ability to communicate effectively with parents, children, and employees.

- Ability to follow written and verbal instructions.
- Ability to anticipate and diffuse problems and disruptive situations.

Additional Information:

- Preferred experience in early childhood screening.
- Preferred certificate as public health nurse.
- Must be willing and able to work in the following conditions: busy, noisy, with consistent interruptions.
- Ability to perform the following actions continuously: sitting, using hands dexterously, talking, hearing, lifting and carrying up to 25 pounds, reaching, stooping, walking, standing, bending, crouching.