

School Nurse Job Description

Title:

Position: School Nurse
Department: Certified

Reports to:

Principal or Designee

Job Goal:

The Certified School Nurse (CSN) is responsible for coordinating, collaborating, planning for, and, in most cases, providing direct services to ensure that the school district's health program, as defined by the Pennsylvania School Code, School District Policies, and the PA Dept. of Health Division of School Health Regulations is carried out according to the specifics in the Law. The goals of the CSN position are to maintain and/or improve the health status of students, thus enabling them to profit fully from their educational experiences; and, to promote optimum health status and lifestyles for all students through the joint efforts of the home, school and community.

Standard Qualifications for Position:

1. Pennsylvania teaching certification in appropriate field.
2. Bachelor's degree required; Master's degree preferred.
3. Strong GPA in major area; evidence of rigorous college program.
4. Related teaching/nursing experience preferred.
5. Outstanding personal/interpersonal communication skills; openness towards parent conferences.
6. Experience with technology.
7. Excellent organizational and neatness skills; ability to keep concise records.
8. Sensitivity to the developmental stages and well being of children.
9. Willingness to be flexible in terms of assignment.

Essential Functions and Responsibilities of Position:

1. Develops and maintains a comprehensive school health services program for students, following the guidelines of the PA School Code, PA DOH Regulations, the Division of School Health guidelines, PA DOE Regulations, and school district policies.
2. Provides up-to-date information for use of school personnel on such subjects as the growth and development pattern of children, first aid practice, accident prevention, communicable disease regulations.
3. Uses data collected to help plan and evaluate the school health program.
4. Ensures that reports required by the school district; PA Dept. of Health, Div. Of School Health; and PA Dept. of Education are properly prepared and forwarded.
5. Provides direct services to students, using the nursing process to provide care to the school community in accordance with current medical practice and nursing standards, relevant statutes, and regulations.
6. Performs and/or oversees mandated screenings and completes referrals and follow-up where applicable.

7. Manages and controls acute and chronic disease. Carries out policies and procedures for the control of communicable diseases, in collaboration with the PA Department of Health.
8. Provides first aid for illness or injury to students and documents nursing assessment, diagnosis and treatment.
9. May establish health care plans for students with special health care needs and update them as needed. Where applicable, participates in IEP meetings and directs 504 Service Agreement development.
10. Reviews and monitors student immunization status. Makes appropriate referrals to update immunizations when indicated.
11. Provides health teaching and counseling.
12. Maintains comprehensive health records on each child and records of school nursing services.
13. Administers medications and performs procedures according to physician orders and school district policies and procedures. Ensures physician orders for individual student medications and/or treatments comply with requirements for administration.
14. Informs teachers of health conditions of students which may affect behavior, appearance or scholastic performance.
15. Collaborates with agencies within and outside of the school community to insure continuity of service and care of students, including working with private physicians and dentists to coordinate private medical and dental examinations with the school program.
16. May actively participate in programs or activities related to suicide prevention, drug and alcohol abuse prevention and smoking cessation.
17. Promotes a safe and healthy school environment.
18. Serves as resource person to facilitate learning of positive health and wellness behaviors for students and staff.
19. Assists in budget preparation by advising school administration in preparing a budget for the health program and facilities, and shall advise administration on the financial needs for the health services program.
20. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. As appropriate, the school nurse will be required to follow any other job related instructions and perform other job related duties directed by the Building Principal.

Physical Requirements of Job Functions:

Standing	0-4 hours at a time	1-7 hours per day
Walking	0-2 hours at a time	1-2 hours per day
Sitting	0-2 hours at a time	0-5 hours per day
Driving	Occasionally	Occasionally

Essential Functions Measured in Terms of Frequency:

DEFINITIONS:

Not at all: 0% Occasionally: 1-33% Frequently: 34-66% Constantly: 67-100%

- I. Body Movement
 - 1. Bend/Stoop Frequently
 - 2. Squat/Crouch Occasionally
 - 3. Climb Occasionally
 - 4. Crawl Not at all
 - 5. Overhead reach Occasionally
 - 6. Shoulder reach Frequently
 - 7. Kneel Occasionally
 - 8. Twisting Occasionally

- II. Lifting
 - 1. 0-10 lbs. Frequently
 - 2. 11-20 lbs. Occasionally
 - 3. 21-40 lbs. Occasionally

Additional Comment: Lifting or carrying refers to office supplies, weighing no more than 40 lbs. May occasionally climb flights of stairs in or around building.

- III. Repetitive Movement
 - 1. Feet (both) Not at all
 - 2. Hands (both) Constantly
 - typing/writing
 - fine manipulation
 - simple grasping
 - light pushing and pulling

Terms of Employment:

School year established by contractual agreement with the Board of School Directors.

Evaluation:

Annual review by building principal or designee in accordance with Board policy and state regulations.

**Please note: The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.*