

Washington West Supervisory Union

Job Description

JOB TITLE: School Nurse – High School

FLSA STATUS: Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: The school nurse strengthens and facilitates the educational process by modifying or removing health related barriers to learning in individual students and by promoting an optimal level of wellness for students and staff. The nurse assumes responsibility for appropriate assessment, planning, intervention, evaluation, management, and/or referral activities; serves as the direct link between physicians, families, and community agencies to assure access and continuity of health care for students; provides relevant instruction, counseling, and guidance to students, complies with the State Nurse Practice Act, and other state and local statutes and regulations applicable to school nursing practice; and adheres to district policies and administrative guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

Organizer, Administrator, and Manager of School Health Services

- Compiles and maintains appropriate medical information/records:
 - immunization records/audits
 - student health records
 - daily logs/ medication logs
 - student emergency information/accident reports
 - annual report
 - scoliosis audit
 - height/weight/hearing /vision /blood pressure data
- Assists in formulating policies and standards.
- Prepares and implements school health services budget.
- Participates with administration in the process of evaluation and self- improvement.
- Maintains professional competencies through in-service educational activities and/or self-selected professional growth activities.

Faculty Member

- Uses health services as a means of health teaching.
- Provides in-service training for health-related issues as indicated. Serves as a faculty member in the total school program.

Health Appraiser and Supervisor

- Provides mandated screening programs.
- Develop individual health care plans as needed.
- Interprets the health and developmental assessment to parents, teachers, administrators, and other professionals.

Educational Support Team Member

- Participates in the development of Individualized Education Plans and 504 Plans.
- Collaborates with appropriate professionals in the evaluation and management of children with physical, social, learning, and emotional problems.

School and Community Health Care Coordinator

- Assesses and plans for appropriate management and referrals for students with health problems who require evaluation and assists students/families in decision-making regarding health care and resources.
- Serves as a member of the school Student Referral Team.
- Serves as a member of the school Child Protection Team. As a member of this team works with students in crisis as well as on cases of abuse/neglect in accordance with State Law and school district policy

Health Counselor

- Provides health counseling to students, parents, and school personnel as appropriate.
- Makes or arranges for home visits, when indicated, for more effective identification and management of health problems.

Participant in Health Education

- Assists in planning curriculum for health education.
- Acts as a resource person and consultant for health education in the classroom setting.

Promoter of a Healthful School Environment

- Monitors, reports, and recommends changes for safety hazards and sanitary conditions in the school environment.

Direct Care Provider

- Insures follow-up of physician orders, and delivers other care as needed, e.g., administration of medication.
- Provides emergency health care services.

Planner and Coordinator of Communicable Disease Control

- Provides communicable disease control procedures and advises administration and/or parents regarding school exclusion and readmittances

SUPERVISION RECEIVED: Receives direct supervision from the School Principal and program supervision from the Superintendent of Schools.

SUPERVISORY RESPONSIBILITIES: No formal supervisory duties. May train, assist and occasionally direct junior co-workers, but generally works along with those persons. May supervise support staff.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Bachelor's Degree in Nursing plus a minimum of 2 years of clinical or community nursing of which 200 days must have been within the last four years and must have completed an approved educational orientation program for school nurses.
- **Certifications and Licenses.** Valid Professional Registered Nurse (R.N.) license in the State of Vermont, a Vermont Professional Educator's License with a School Nurse endorsement, and hold a current certificate in cardiopulmonary resuscitation (CPR).
- **Language Skills.** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from

customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

- Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Computer Skills and Experience. Database and basic word processing skills preferred.
- Reasoning Ability/Mental Requirements. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is required to effectively handle stressful situations. The employee must occasionally lift or move up to 50 lbs.

WORKING CONDITIONS: While performing the duties of this job, the employee is regularly exposed to communicable illness/disease.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.