



## *Position Description*

### **Nurse**

*Salary Level: Based on Teacher's Contract*

*Contract/Benefits: Based on Teacher's Contract*

*Department or Area: Health*

*Reports To: Director of Community and Student Services & Principal*

*Prepared Date: August 22, 2013*

*Prepared by: David Elcock, Director of Personnel and Capital Resources*

*Approved By: Christina Mazzella, Executive Director, Human Resources*

### ***Qualifications:***

1. Bachelor's degree in nursing from accredited institution of higher learning.
2. Consistent record of satisfactory work performance.
3. Clear record and background checks, including criminal and child abuse clearances (Acts 34, 114, and 151).
4. Valid registered nurses' license from the state of Pennsylvania.
5. Current Pennsylvania school nurse certification.
6. Professional maturity in dealing with children, staff members, school personnel, parents, and community members.
7. Additional or alternatives to the above qualifications as determined to be appropriate.

### ***Summary***

The school nurse strengthens and facilitates the educational experience by modifying or removing health-related barriers to learning for 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 a 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, parents, staff, and others concerning health related issues; upholds professional standards 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***

1. Appraises the health statues of pupils and school personnel.
2. Implements PA State Mandated Programs.
3. Counsels pupils, teachers, parents, and others for the purpose of helping pupils obtain needed treatment or for arranging school programs in keeping with their needs.
4. Helps prevent communicable diseases and their spread.
5. Provides emergency care for injury or sudden sickness.
6. Protects and promotes the health of school personnel.

7. Applies appropriate theory as basis for decision-making in nursing.
8. Establishes and maintains a comprehensive school health program.
9. Collects information about the health and development status of the student in a systematic and continuous manner.
10. Uses data collected about the health and developmental status of the student to determine a nursing diagnosis.
11. Develops a plan of care unique to student needs.
12. Intervenes to implement nursing actions that promote maintain, or restore health, prevent illness, and effect rehabilitation.
13. Assess student responses to nursing actions in order to revise nursing diagnosis and plan of care and to determine progress made toward goal achievement.
14. Collaborates with other professionals in planning to assure quality of health care provided to students.
15. Assists students, families, and school personnel to achieve optimal levels of wellness through health education.
16. Assumes responsibility for continuing education and professional development and contributes to the professional growth of others.
17. Performs other tasks and assumes other responsibilities as assigned by the building principal and/or Director of Community and Student Services.

### ***Competencies***

To perform the job successfully, an individual should demonstrate the following competencies:

#### *Interpersonal Skills*

Manages difficult or emotional parent situations judiciously; Responds to parent requests for service and assistance; Meets commitments made to parents; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of faculty and staff above own interests and recognition.

#### *Organizational Skills*

Works within approved budget; Conserves district/school resources; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Develops strategies to achieve district/school goals; Understands district/school's strengths & weaknesses; Aligns work with strategic goals.

#### *Personal Competencies*

Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate

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people in decision-making process; Makes timely decisions; Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

### ***Physical Demands***

The physical demands described here are representative of those that must be met by a person to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the person is regularly required to talk or hear. The person is frequently required to walk, climb stairs, bend, and lift. The person is required to use hands and fingers or handle documents, telephone, and dispense medicines. The person is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### ***Evaluation***

The person filling this position will be evaluated according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by: \_\_\_\_\_  
*Individual serving in this position*

Date: \_\_\_\_\_