



## **NEW CASTLE COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION:** **SCHOOL NURSE**

**QUALIFICATIONS:** Bachelor's degree  
Registered Nurse License  
3 Years Clinical Nursing Experience  
Successful Completion of Standard  
First Aid Course  
Current CPR Certificate

**LOCATION:** Delcastle High School

**REPORTS TO:** Assistant Principal

### **PERFORMANCE RESPONSIBILITIES:**

1. Plan, organize and implement the school Health Services Program.
2. Coordinate activities such as physical examinations, screening procedures and conferences.
3. Provide assistance to students requiring medical or health services information.
4. Contact parents regarding health information or medical referrals.
5. Provide simple first aid procedures according to school policy.
6. Maintain appropriate records including student emergency cards, daily log, accident reports and required monthly and annual reports.
7. Serve as a member of the school safety committee.
8. Serve as liaison to the school administration for all school health issues.
9. Carry out such other appropriate assignments not enumerated above but directed by the employee Supervisor/s.