

Manchester Board of Education Job Description

Job Title: School Nurse
Department: School Health Department
Reports to: Building Principal/Coordinator of School Health
Work Year: School Year

SUMMARY

Provides and monitors health care services to students and staff by performing the following duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

1. Utilizes nursing assessment to evaluate student and staff health needs.
2. Performs assessment of ADD (H) as outlined in the Manchester School Health Manual.
3. Completes all mandated health screenings within the prescribed time as outlined in the School Health Manual.
4. Administers monitors and evaluates prescribed medications as outlined in the Medication Policy approved by the Board of Education.
5. Administers vaccines to students and school personnel under the standing orders of the School Medical Advisor.
6. Assist school personnel in crisis intervention.
7. Develops health care plans for students with chronic health care needs.
8. Documents all nursing intervention as described in the Manchester School Health Manual (Protocol and Procedures Manual).
9. Is a member of the in-school planning teams; i.e. PPT, SAT, etc.
10. Promotes and coordinates health services with community resources to meet identified student needs.
11. Serves as a liaison to community health organizations.
12. Works with local universities to provide clinical experiences for nursing students.
13. Provides individual health education and health counseling for students, families and school staff.
14. Provides health/wellness programs for school employees; i.e., Blood Borne Pathogens, flu vaccine, first aid, etc.
15. Is a resource to teachers in the field of health and teaches health classes upon request.
16. Refers to DCF and other agencies as required by law.
17. Refers children to Health Track or other state medical programs as needed.
18. Identifies unmet health needs and makes appropriate recommendations.
19. Teaches self-management skills to students.
20. Provides leadership to the building Indoor Air Quality team.

SUPERVISORY RESPONSIBILITIES

1. Supervises Licensed Practical Nurses and non-nursing personnel who provide health care to identified students as outlined in the Nurse Practice Act and the Policies and Procedures of the State Department of Education and Health and Addiction Services.

EDUCATION and/or EXPERIENCE:

Experience in public health or pediatrics preferred.

Baccalaureate or master's degree in nursing required.

LANGUAGE SKILLS

Must communicate proficiently at all levels of understanding.

MATHEMATICAL SKILLS

Must know metric system and standard weights, percentages, proportions, etc.

REASONING ABILITY**CERTIFICATES, LICENSES, REGISTRATIONS AND CPR CERTIFICATION**

Licensed as a registered nurse by the State of Connecticut Nurses' Licensing Board.

Must hold valid CPR certification.

PHYSICAL and MENTAL DEMANDS

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

1. Must possess critical thinking skills.
2. Must be able to perform under stress.
3. Must be able to focus on tasks with constant interruptions.
4. Must possess proficient triage skills.
5. Must be able to push wheelchairs, transfer non-mobile students from distant location to Nurse's office.
6. Must be able to move quickly in response to emergencies.
7. Must be able to reposition medically fragile students as in lifting, toileting, etc.
8. Must be able to use medical equipment for transferring students.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.