

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 6
JOB DESCRIPTION

Position: School Nurse (RN)
Department: Pre-K to Grade 12 School Buildings
Reports To: Supervising Principal, Assistant Superintendent of Schools
Reviewed By: Negotiations Committee
Reviewed Date: April 11, 2016
Approved By: MSAD 6 Board of Directors
Approved Date: May 14, 2014
Revised Date: May 2, 2016

QUALIFICATIONS:

1. A current license to practice professional nursing in Maine.
2. Three (3) years of experience as a professional registered nurse.
3. Certification as required by the Maine Department of Education.
4. A baccalaureate degree is required. If a candidate does not have a bachelor's degree, he/she must be matriculating in a program to gain a bachelor's degree when applying for certification. The degree can be in nursing or a related field.
5. Added experience which includes public health nursing and/or school nursing is desirable.
6. Current certification in Health Care Provider CPR/AED

OVERSEES:

The primary responsibility of the School Nurse (RN) is to his/her health clinic and students. Also responsible for the direction of licensed practical nursing staff (LPN) and the secretary/health assistant providing direct nursing care in the building(s).

JOB GOAL:

The School Nurse is a registered professional nurse certified with the Maine Department of Education working in MSAD 6. The School Nurse advances the well being, academic success, and lifelong achievement and health of students.

School nursing services promote the health and safety of all students including a healthy environment, intervene with actual and potential health problems, provide case management, and collaborate with others to advocate for students.

RESPONSIBILITIES:

The School Nurse adheres to the current Standard of School Nursing Practices (Assessment, Diagnosis, Outcome Identification, Planning, Implementation, and Evaluation) and observes the Standards of Professional Performance as directed by the NASN/MASN.

Functions:

1. Provide health assessments.
 - a. Obtains a health and developmental history.
 - b. Screens and evaluates findings for deficits in vision, hearing, growth, etc.
 - c. Observes the student for development and health patterns in making a nursing assessment and nursing diagnosis.
 - d. Identifies health findings, which do not fall within the normal range.
2. Develops and implements a health plan.
 - a. Interprets the health status of students to school personnel.
 - b. Initiates referrals to parents, school personnel and community health resources for intervention, remediation, and follow through.
 - c. Provides ongoing health information to students, parents, school personnel and health agencies.
 - d. Recommends and helps to implement modifications of school programs to meet students' health needs.
 - e. Utilizes existing health resources to provide appropriate care of students.
3. Maintains, evaluates, and interprets cumulative health data to accommodate individual needs of students.
4. Participates as the health specialist on the student education evaluation team to develop the health individualized education plan (IEP). Serves as case manager for student Section 504 plans, as appropriate.
5. Plans and implements school health management protocols for the student with chronic health problems, including the administration of medication.
6. Participates in home visits to assess the family's needs as related to the student's health, when appropriate.
7. Develops procedures and provides for crises intervention for acute illness, injury, and emotional disturbances.
8. Promotes and assists in the control of communicable diseases through preventive immunization programs, early detection, surveillance, and reporting on contagious diseases.
9. Recommends provisions for a school environment conducive to learning. Observes school environment and reports unsanitary conditions or accident hazards to appropriate school personnel.
10. Provides information on health.
 - a. Provides health information to assist students and families in making health-related decisions.
 - b. Participates in health education directly and indirectly for the improvement of health by teaching persons to become more assertive health consumers and to assume greater responsibility for their own health.

- c. Provides information to students concerning health problems in order to encourage responsible decision-making practices.
 - d. Serves as a resource person to the classroom teacher and administrator in health instruction and as a member of the health curriculum development committees.
- 11. Coordinates school and community health activities and serves as a liaison person between the home, school, and community.
 - 12. Acts as a resource person in promoting health careers.
 - 13. Engages in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices.
 - 14. Assists in the formation of health policies, goals, and objectives for the school unit.

Administration:

- 15. Is responsible for maintaining and updating cumulative health records.
- 16. Helps develop/revise school health policies, procedures, and standing orders.
- 17. Prepares the budget for school health supplies.
- 18. Reviews, revises, and implements emergency policies, including inservice health and safety programs for personnel.
- 19. Prepares first aid kits for each building.
- 20. Assumes responsibility for the condition of equipment and supplies used by the school nurse (RN), LPN(s), assistants, secretaries, or school health volunteers.
- 21. Organizes, instructs, and provides direction LPN(s), assistants, secretaries, or school health volunteers. Informs appropriate administrators about the performance of some persons.
- 22. Prepares reports monthly/yearly in writing to the principal and superintendent on school health activities. This documentation provides the principal, superintendent, and school board with information to support the need for school nursing. A yearly report should summarize data in the monthly reports.
- 23. Prepares statistical reports for the Maine Department of Education and the Department of Health and Human Services for the superintendent's signature, as required.
- 24. Implements the school medication policy and procedure.

Coordination:

- 25. Interprets school health services to school personnel.
- 26. Plans, implements, and supervises school health screening programs in accordance with state and District requirements and recommendations. Provides follow-up services when indicated.
- 27. Interprets appraisal findings, and helps students and parents accept responsibility for diagnosis and treatment.
- 28. Serves as a health liaison between school, home, and the community. Makes home visits as needed.

29. Encourages parents to maintain current immunization protection as recommended by the Department of Health and Human Services.
30. Participates in the health aspects of kindergarten registration.
31. Helps school personnel recognize departures from appropriate behavior and growth patterns; helps students and staff adjust student programs when necessary to accommodate health needs of students.
32. Serves as a resource person to school personnel. Participates selectively in classroom instruction under the supervision of the teacher.

The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

ESSENTIAL FUNCTIONS:

This position requires sitting and standing for extended periods of time, walking for short distances, and running on occasion. This position requires accurate perception of sound, near and far vision, and depth perception. The employee in this position must have fine and gross motor skills. *The employee is frequently required to reach with hands and arms.* The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee must have the ability to move about between district locations and/or inside/outside the vehicle. The employee must have the ability to effectively communicate accurate information to staff, students, and parents. Some lifting of students, up to 50 pounds, may be required on occasion. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

WORK CONDITIONS:

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 individual with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee regularly works indoors. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints.

WORK YEAR:

In accordance to the agreement between the MSAD 6 Board of Directors and the Saco Valley Teachers Association (SVTA).

WAGE AND BENEFITS:

In accordance to the agreement between the MSAD 6 Board of Directors and the SVTA.

EVALUATION:

Performance in this position will be evaluated in accordance with the provisions of Board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) 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.

An employer must consider reasonable accommodations if the prospective employee meets the criteria as a qualified individual with a disability under the Americans with Disabilities Act of 1990 (ADA).

I have read, understand and am able to fulfill the requirements necessary to perform this job.

Signature:

School Nurse (RN)

Date