

The Hampton School District
SAU90
Job Description

POSITION: School Nurse - Centre

QUALIFICATIONS:

Valid NH License as a Registered Nurse

REPORTS TO:

Building Principal

RESPONSIBILITIES:

- Assess the health of children, identify and refer those in need of health care
- Adhere to FERPA and HIPPA requirements and discreetly handle confidential and sensitive information pertaining to all students and staff
- Participate in the New Student Registration process for all incoming students to ensure medical documentation is up-to-date and in order
- Conduct health screening as recommended by NH Department of Education, School Health Services
- Provide care for children and personnel sick or injured at school
- Inform and counsel parents concerning any defects or disabilities identified
- Assist parents as needed in locating and utilizing available community health resources
- Authorize the exclusion and readmission of students in connection with infectious and contagious diseases
- Maintain accurate and up-to-date records, documentation, etc. in student health files (continue with addition verbiage)
- Maintain, evaluate, and interpret cumulative health data to accommodate the individual health needs of students
- Assist in the development of and the implementation of 504 and/or Individual Healthcare Plans, and other health protocols for the child with chronic health problems, including the administration of medical requirements
- Advise teachers on health accommodations needed by students due to medical requirements
- Monitor students' compliance with state immunization laws and implement requirements per RSA 200:38
- Participate, as required, on team to provide referral data on students relative to health issues and to implement the Individual Education Program as it relates to the health goals and objectives of a student

- Participate in aspects of the special education and/or 504 processes as needed
- Provide health education and health counseling to staff, parents, and students
- Serve as a resource person to classroom teachers and assist with health related classroom presentations as appropriate
- Provide and participate in health related in-service training programs
- Attend committee meetings and conferences regarding health services and health curriculum as directed
- Attend school day field trips where students require medical attention and supervision
- Pursue educational studies to maintain a professional level of performance as mandated by the NH Board of Nursing
- Make recommendations to building principals on school health programs and health-related policies to promote a healthy and safe school environment
- Train, supervise, and assign tasks to unlicensed assistant health personnel, school personnel, or volunteers within guidelines set forth by the NH Board of Nursing
- Report school health related matters to appropriate agency as required by law
- Compile and submit health related statistics as required by NH Department of Education and Department of Health and Human Services, Division of Public Health
- Perform other duties as assigned by the building principal

EVALUATION:

Job performance will be evaluated by the Building Principal in accordance with The Hampton School District policy

TERMS OF EMPLOYMENT:

Full-time ten (10) months per year position

A clear criminal background check is required

Verification of health to perform the job may be required

Follow and adhere to all SAU 90 policies, practices and procedures

The Hampton School District/SAU90 is an Equal Opportunity Employer. This position is subject to Hampton School District/SAU90 policies, rules and regulations.

Reviewed and approved by the Hampton School Board on May 4, 2010.

Revised by Superintendent of Schools July 21, 2010.

Approved by Hampton School Board November 18, 2025.