



THOMASTON BOARD OF EDUCATION
Thomaston, Connecticut

Position Description

JOB TITLE:	School Nurse – Extended School Year Program (Part-Time/Summer/Temporary)
DEPARTMENT/SCHOOL:	Pupil-Personnel Services
REPORTS TO:	Director of Pupil-Personnel Services

POSITION SUMMARY/PURPOSE

This position is responsible for assessment, intervention, reporting and consultation on student and staff health matters during the Extended School Year Program (Part-Time/Summer/Temporary Position).

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

- Assessment:
 - Assists in a variety of health screenings and health assessment procedures, makes referrals as appropriate.
 - Provides immediate assessment of injured students and presented health problems, makes the determination for further assessment and/or referral, follows up on referrals when made.

- Intervention:
 - Administers first aid and preventative treatments, including prescribed medications.
 - Administers medication within the individual prescription guidelines.
 - Counsels students on health and hygiene matters.
 - Utilizes protocols for assessment and intervention.

- Reporting:
 - Documents results of screenings, observations and interventions.
 - Maintains documentation of student visits to the health room and tracks patterns that might be a hindrance to health, education and social development.
 - As appropriate, makes referrals to the Department of Children and Families and completes needed documentation.
 - Prepares reports and distributes information, as requested.
 - Performs routine clerical duties as required, such as recording information on health records, inputting information onto the existing database, filing, typing and assisting with telephone communications.

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ESSENTIAL PERFORMANCE RESPONSIBILITIES (continued):

- **Consultation:**
 - Shares information with the ESY Teacher(s) and appropriate staff that might relate to school performance and the overall well-being of the student.
 - Reports concerns regarding issues that might impact appropriate development (e.g., poor attendance, frequent visits to the health room, weight loss, signs of actual or potential abuse) to the ESY Teacher(s), school administrator(s) and the Crisis Team.
 - Participates in student/schoolwide meetings, as appropriate.
 - Attends staff development activities regarding health intervention and education.
 - Communicates effectively with school staff, students and parents.

ADDITIONAL DUTIES:

- Other duties as assigned by district/school administrators.

Note: The above description is not meant to be inclusive of every task or responsibility.

EQUIPMENT:

- Standard health office equipment.

WORK SCHEDULE:

- As scheduled by the Director of Pupil-Personnel Services and/or Principal.

PHYSICAL AND MENTAL DEMANDS/WORK HAZARDS:

- Works in standard health office and school building environments.

QUALIFICATIONS PROFILE:

- **Certification/License:**
 - Valid Connecticut license to practice as a Registered Nurse.
- **Education:**
 - Diploma or Bachelor's Degree from an accredited school of nursing preferably in pediatrics or community health.
- **Experience:**
 - At least one year of successful professional nursing experience.

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DISCLAIMER:

This job description conforms to EEO and ADA requirements. This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: March 2017
Board Approved March 2017