

TITLE: SCHOOL NURSE

QUALIFICATIONS:

1. As established by state certification laws and regulations, including Bachelor's Degree, PDE Certification, and State license as a Registered Nurse
2. Possess valid CPR and First Aid certifications
3. Act 34 Clearance, Act 151 Clearance, Act 114 Clearance, Form I-9, TB Test
4. Required to stand for extended periods of time up to six (6) hours per day**
5. Required to lift objects up to fifty (50) pounds**

REPORTS TO: Principal/Director of Pupil Services

JOB GOAL: To assist students, staff, and parents in matters relating to the well-being of children which would include removing health related educational barriers, improving health decisions, and working within a modified health program.

PERFORMANCE RESPONSIBILITIES:

1. Reports, on behalf of the school, information about students to the appropriate community agency and facilities and community-based health advisory boards.
2. Maintains proper communications and serves as a referral between families and community health services to promote wellness.
3. Collaborates with other staff members in the educational process and assists with the smooth operation of the building.
4. Displays an interest in and participates in the total school program.
5. Exhibits enthusiasm, dependability, punctuality, consistent and regular attendance, and active participation in assigned teaching, instructional and non-instructional duties, attendance at meetings, and in the use and care of equipment and facilities.
6. Displays positive personal traits, such as neatness, integrity, character, good citizenship, respect for others, honesty, and responsibility and acts as an appropriate role model for students.
7. Abides by the Pennsylvania School laws and regulations, Federal and State laws and regulations governing educational and civil rights of all students and others, Child Protective Services Act, and the terms of the Collective Bargaining Agreement.
8. Upholds and enforces school rules, administrative regulations, and Board policies and maintains confidentiality.
9. Dresses in a professional manner appropriate for the position so as to serve as a role model for the students.
10. Works cooperatively with and maintains open lines of communication with administrators, parents, students, staff members, and the general public.
11. Maintains up-to-date, confidential, cumulative health records and transfers them from school to school as appropriate.
12. Provides staff members with appropriate information concerning health/medical problems of students, participates as a member of SAT, IEP, and MDE teams as appropriate, and assists as necessary with students suspected of being abused.
13. Administers medications/treatments/medical procedures as mandated by the Pennsylvania State Board of Nursing, health care providers, school physicians, and West Shore School District policy.
14. Participates in an ongoing staff development program to enhance professional competence and abides by state law and regulations regarding continuing education.
15. Coordinates the immunization requirements for students.
16. Administers the school health services and assists with physical examinations as required by the State of Pennsylvania.
17. Implements policy on exclusion and readmission of students with infections and contagious diseases.

18. Presents educational programs relating to health care to students, oversees the school health program, and serves on crisis management teams as needed.
19. Provides primary health care when the need arises.
20. Screens new students as necessary and serves as a health services manager for the District by assisting in identifying high-risk students.
21. Assists the nurse practitioner/school physician with physicals as needed and requested.
22. Recognizes and uses appropriate technology relevant to the curriculum taught.
23. Establishes an educational environment which appreciates a multi-cultural understanding within the classroom.
24. Promotes and utilizes a proactive, positive, and constructive approach in dealing with conflict.
25. Complies with and is familiar with all students' IEPs, Service Plans, action plans, or other administratively approved adaptations and appropriately accommodates disabilities in accordance with applicable laws and regulations.
26. Demonstrates understanding and concern for each student in meeting his or her educational needs, including the recommendation for the evaluation of students thought to be exceptional or in need of special education, gifted education, or accommodations.
27. In addition to the above, the school nurse practitioner shall assume the following responsibilities.
 - a. Obtains information concerning health status through the use of histories completed by the student and/or the parent.
 - b. Conducts interviews with students and parents in regard to physical, cognitive, social, and emotional concerns.
 - c. Performs evaluative procedures, i.e., physical examinations and other special procedures.
 - d. Develops problem-oriented records for each student evaluated.
 - e. Develops a management plan in cooperation with the student, family, school personnel, and outside agencies.
 - f. Implements the management plan for potential resolution of identified problems.
 - g. Obtains interval histories and conducts periodic interviews to evaluate the current health status of the students.
 - h. Consults with the pediatric consultant to review assessment concerns and the management of students' health concerns.
 - i. Performs other activities consisting of:
 - 1) Athletic physical examinations for middle school students.
 - 2) Physical examinations for students seeking work certificates.
 - 3) Physical examinations for students participating in the Special Olympics, etc.

**Unless otherwise accommodated.

REVISED 08/2014
Shared/EPP/07-08/Job Descriptions