

**SOMERS PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: School Nurse

REPORTS TO: Principal

OVERVIEW: The school nurse uses nursing process to maximize the health and well being of school-aged children and adolescents. The school nurse reports to the head nurse and is directly responsible to the building principal. Supervision is shared by the Head Nurse and building administration

QUALIFICATIONS: Connecticut Certified Nursing License

DUTIES & RESPONSIBILITIES: School Health Services Program

The head nurse will have the following responsibilities in addition to those of the school nurse.

- The job description is illustrative and not a complete itemization of all duties and responsibilities of the job.
- Provides emergency care for staff and students
- Ensures compliance with state and federal regulations with regard to immunizations, physical assessments, screenings, record keeping, and HIPAA and FERPA mandates
- Establishes and maintains cumulative health records for each student Has knowledge and understanding of the major theories of human growth and development
- Uses a variety of nursing intervention strategies as necessary
- Develops a list of health related data which may have a bearing on the educational progress of individual students. This health-related information is shared with appropriate personnel under guidelines of HIPAA and FERPA
- Oversees the administration and documentation of prescribed medications
- Maintains daily report of nursing activities
- Provides, upon request, health-related educational programs for students and staff
- Serves as a member of the school's Child Study and Planning Placement Team when appropriate
- Assists with kindergarten registration
- Conducts home visits to confer with parents/guardians regarding a health problem at the request of the principal or at the initiation of the school nurse
- Assists in conducting appropriate screening/preventative programs for staff and faculty
- Cooperates with, and may be a resource for, community agencies
- Attends regular nursing staff meetings, and assists in planning in-service education for nurses
- Assists in developing and revising school health policies and procedures

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- Attends PPT/504 when requested
- Available to superintendent after hours in emergency situations and as needed

- Performs other tasks and responsibilities as assigned by immediate supervisor or Head Nurse Other duties and responsibilities as assigned by the Superintendent of Schools

REQUIRED EDUCATION, LICENSES, CERTIFICATION, OR EXPERIENCES

- Must be a Graduate of an accredited College or Nursing School
- Must have a minimum of 1 year work experience within last 5 years, preferably in school nursing, pediatrics or emergency room care
- School Nursing Certification Preferred but not required
- Current Connecticut Registered Nurse professional license must meet CT state Qualifications for school nurses
- AED and CPR certification within 1 month of employment

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to apply and carry out instructions furnished in written, oral or schedule form
- Knowledge of general office practices, procedures and bookkeeping techniques
- Knowledge of regulations and legal requirements applicable to assigned unit activities and services
- Ability to learn and understand the internal operations, responsibilities and services offered by assigned unit
- Ability to work with speed and accuracy, establish priorities, process large volumes of paperwork and to develop and maintain complex records and files
- Ability to establish and maintain cross-reference filing systems Ability to work independently and handle confidential information
- Ability to utilize software applications applicable to unit operations and activities
- Ability to make mathematical calculations using a calculator or computer
- Ability to establish and maintain effective working relationships with Board of Education staff, parents, students, vendors and the general public Ability to communicate effectively in oral and written form

SALARY: As set by contract schedule between Somers Board of Education and the AFSCME union.

LENGTH OF WORK YEAR: 182 days

Date Approved