

South Burlington School District Position Description

Job Title: School Nurse (BSN/RN)
Location: District Assigned School
Job Group: Educator
Pay Level: Exempt
Reports To: Principal

Summary: Assesses the needs of students requiring the services of a registered nurse. Prepares health care plans, supervises the implementation of required health care procedures, and administers medication according to established protocols. Provides health services to students and maintains student records for all such services. Provides health related programs to students and staff.

Essential Duties and Responsibilities:

1. Organizes, administers, educates and manages school health services in compliance with State and Federal laws as well as district policies and procedures and is consistent with the Standard of Practice: School Health Services Manual and other established practices.
 - a. Assesses and attends to student health complaints as needed. Ensures that parent/guardian is notified in the event of illness or injury, according to district protocols.
 - b. Provides health counseling to students, parents/guardians, and school personnel.
 - c. Develops individualized health plans for students requiring health care intervention during school activities.
 - d. Plans and coordinates communicable disease control procedures advises regarding school exclusion and re-admittance of students in connection with infectious and contagious diseases.
 - e. Provides content expertise, training, and mandated screening programs for students and staff.
 - f. Serves as a liaison for healthcare provider, parents/guardians, and staff on health needs of students.
 - g. Maintains appropriate and necessary health records on: student immunizations and medication use; screenings; daily logs; and annual reports.
 - h. Consults with parents/guardians, school personnel, physicians, clinics and other agencies on student health matters.
 - i. Participates in parent meetings and may case manage 504 plans, as appropriate.
2. Administers medication and treatment prescribed by physicians and administers non-prescription medication, as requested by parents/guardians.
 - a. Ensures follow-up of physician orders for appropriate students.
 - b. Assumes authority, in the absence of a physician, for the care of a student who has suffered an injury or emergency illness. Administers first aid in accordance with established procedures.
3. Assists School Administration by:
 - a. Collaborating on the development of Individual Educational Plans (IEPs)
 - b. Developing and monitoring the school's Health Service Budget.

- c. Consulting with school personnel on the physical and psychological safety of students and staff involved in the learning environment and on matters of child abuse reporting and support, according to school policy and state laws.
 - d. Assisting administrators, educators, and staff by interpreting the medical needs or special health requirements of students.
4. Keeps current on trends, developments, and research in the areas of school nursing, communicable disease, health education, and wellness. Attends professional meetings and networks with other health and education professionals.
 5. May perform other related duties as assigned.

General Responsibilities: May oversee the work of an associate nurse, LPN, LNA, or health assistants. Assists administration in establishing and maintaining school-based discipline and a positive learning environment. In addition, the ability to work in a collaborative team environment is essential to the employee's successful job performance. Regular attendance in accordance with established work schedule. Demonstrated ongoing commitment to workplace diversity, sustainability, and delivering exceptional customer service.

Qualification Requirements: *To perform this job successfully, an individual must be able to demonstrate a high degree of organizational, interpersonal, and communication skills, attention to detail, and adaptability. Each essential duty must be performed in a satisfactory manner.*

Education and/or Experience: Bachelor's or Master's degree in nursing from a program accredited by the National League for Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE). A year or more experience in a school setting is preferred. Completion of educational orientation program through the Vermont Agency of Education. Experience with special needs students.

Certificates, Licenses, Registrations: A current, unencumbered Vermont RN license, current certificates in CPR Automated External Defibrillator (AED), and First Aid. Four years of clinical nursing experience beyond nursing education. Valid Vermont Teaching License with appropriate school nurse endorsement.

Language Skills: Ability to read, analyze, and interpret periodicals, professional journals/books, technical procedures, prescriptions, or governmental regulations. Ability to write reports and correspondence and procedure manuals. Ability to effectively present information and respond to questions from students, parents, staff, and the public is essential. Ability to communicate effectively with students, parents/guardians, school personnel, and the greater school community.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to assess, identify, develop options, and solve practical problems and deal with a variety of situations where limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form is essential.

Other Skills and Abilities: Ability to apply knowledge of current research and theory specific to instructional programs and to assigned area; ability to plan and implement actions based on school objectives and the health needs and abilities of assigned students. Is knowledgeable with special education regulations in order to participate in Instructional Educational Plans (IEP) teams. Ability to establish and maintain effective and trustful relationships with students, peers, parents/guardians and community. Ability to perform duties with awareness of all district requirements and Board policies and procedures.

Physical Demands *The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, sit, talk and hear and sometimes walk. While performing the duties of this job, the employee may occasionally push or lift up to 45 pounds, such as students in wheelchairs. Specific vision abilities required by the job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The incumbent must demonstrate manual dexterity to perform technology related assignments.

Emotional Demands: The individual must be able to work with others in a collegial and cooperative manner, must show acceptable interpersonal skills and follow directions of school leadership. The position requires the individual to meet deadlines, manage multiple demands from several people, and interact with the public and other staff.

Work Environment: *The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. Duties are primarily performed indoors and occasionally outdoors. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety and well-being of students.

Terms of Employment: Per Master Agreement

Evaluation: Annually

Date Approved: March 1, 1996

Revised and Approved: May 21, 2015, DY

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009 is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____