

**RSU No. 5  
JOB DESCRIPTION**

**REGISTERED NURSE IN SCHOOL SETTING-RN**

**QUALIFICATIONS:**

1. Must hold a current license in the State of Maine as a Registered Professional Nurse.
2. Bachelor of Science degree (**four year**) from an accredited institution.
3. Completed fingerprinting in accordance with school requirements.
4. Minimum of two year nursing experience in pediatrics or community health.

**REPORTS TO:** Building principal and superintendent.

**JOB GOAL:** To provide health services that ensure health and safety of students and staff in RSU No.5.

**ESSENTIAL FUNCTIONS:**

1. Ability to create and maintain positive relations with students, school personnel, parents and citizens within scope of practice.
2. Ability to collaborate with the appropriate stakeholders to maintain high quality of services.
3. Demonstrates sound judgment and effective communication skills.
4. Respects and protects the confidentiality of students, staff and families.

**PERFORMANCE RESPONSIBILITIES:**

1. Works as a member of the district health services team within scope of individual's training .
2. Understands and complies with school district policies and procedures, state statutes and limitations.
3. Provides health assessments, develops and implements health plans for students.
4. Provides care for illness and injury to students in accordance with written protocols.
5. Follows the standard health practices for school settings as listed by the School Health Manual, Maine Department of Education.
6. Develops an Individualized Health Plan (IHP) for each student that has special health care needs requiring nursing assessment, intervention or supervision. This includes health assessments, completion of each student's health plan, maintenance of appropriate student health plans, interventions including administration of medication and documentation of student health records.

7. Educates staff regarding emergency measures required until medical help is available.
8. Implements the school medication policy and procedure.
9. Promotes control of communicable diseases through preventive immunization programs, early detection, surveillance and reporting of contagious diseases.
10. Provides health information to assist students and families in making health-related decisions in the school setting.
11. Participates in health aspects of kindergarten pre-registration.
12. Serves as a health liaison between school, home and the community.
13. Works effectively with individuals, public and private agencies & other community groups to assure that student health needs are being met.
14. Ensures that the necessary and appropriate resources are available to all persons who are responsible for providing health care before a child is placed in the classroom.
15. May be called upon to serve as a resource person for classroom teachers on health issues or as a resource for the Individualized Education Program (IEP) team. Upon request, the nurse will incorporate the care plan into the IEP.
16. Prepares the budget for school health supplies and first aid kits for school settings.
17. Supervision and evaluation will be completed by the building principal.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality related to all aspects of student performance and Written or oral records.
2. Demonstrates a respect for the legal and human rights of students
3. Meets and follows all laws and regulations at both the state and federal levels
4. Follows health and safety procedures established by the district
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures for student or program concerns
8. Observes all RSU No. 5 policies and related school procedures

**TERMS OF EMPLOYMENT:** In accordance with negotiated contract.

**EVALUATION:** Performance will be evaluated by the building principal on a yearly basis in accordance with negotiated contract.

*To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*I have read and understand the terms and conditions of this position.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original to Personnel File  
File Copy to Employee  
Adopted: May 12, 2010

