

ST. MARY'S COUNTY PUBLIC SCHOOLS
LICENSED PROFESSIONAL POSITION DESCRIPTION

REGISTERED NURSE (SCHOOL HEALTH NURSE)

POSITION: Registered Nurse (School Health Nurse)

REPORTS TO: Site Administrator/Supervisor

LOCATION: Various Locations

*Applicants must submit transcripts (unofficial) when applying for this position. Official transcripts will be required at time of appointment.

NATURE OF WORK:

The school health nurse plans, organizes, implements, and evaluates the school health program for the school to which assigned. The school health program includes health services, health education, and maintenance of a safe and healthful environment. The goal of school health services provided by the school health nurse is to assist students to improve, maintain or adapt their health status in order to strengthen their ability to learn and benefit from educational programs. The school nurse supports student and staff wellness programs. The school health nurse is part of the community emergency response team and assists with shelter and mass care operations as directed by the superintendent or designee.

ESSENTIAL FUNCTIONS:

- Assesses and evaluates the total health and developmental status of students.
- Plans, with appropriate school personnel, modifications in the school program for students with health concerns.
- Organizes and implements various screening programs and initiates referrals of students as appropriate.
- Maintains, interprets, and evaluates student registrations and medical reports on all students.
- Identifies health-related barriers to learning.
- Serves as the health advocate for all school children focusing on the promotion of healthy lifestyles and the prevention of illness.
- Maintains competencies and clinical nursing skills.
- Provide health assessments, and referral services to students.
- Complies with applicable state, local, and federal laws, rules, and regulations.
- Effectively interacts with people of diverse backgrounds and different levels of experience.
- Writes reports and correspondence with attention to detail.
- Multi-tasks efficiently while managing a high-volume workload in a fast-paced, changing environment.
- Ability to work in a busy environment with many distractions.
- Reports to work daily and on-time.
- Contacts Emergency Medical Services (EMS), in collaboration with site administration, when necessary, to respond to medical emergencies.
- Must be able to fulfill the following physical requirements:
 - Ability to move quickly to ensure a person's safety on school grounds
 - Ability to safely bend, twist, and lift to assist individuals movement from one surface to another
 - Ability to provide chest compressions necessary for CPR, first aid, and AED set up
 - Ability to provide emergency medications
 - Ability to stand/walk on tile and/or concrete flooring for extended periods
 - Ability to lift and support students who need to be physically moved

- Ability to kneel to support student emergencies
- Ability to carry emergency supplies to locations on school property
- Ability to use hands and fingers to handle or hold objects
- Ability to visually and auditorily observe and assess students

DUTIES AND RESPONSIBILITIES:

- Shares information with school personnel regarding health concerns of students that might affect their learning and behavior in the school environment.
- Participates in multidisciplinary teams contributing relevant health information.
- Maintains, interprets, and evaluates cumulative health records and medical reports on all students.
- Obtains health reports from medical sources and interprets these findings to school personnel.
- Monitors compliance of students with immunization and communicable disease regulations.
- Provides emergency care for the ill and injured school population, and refers them to an appropriate source of medical care.
- Provides prescribed medical care to students and instructs school staff in skilled care when legally appropriate.
- Collaborates with school and community agencies to provide educational, social, and health services to the local school population and to the community.
- Instructs and supervises students, student nurses and volunteers working in the health room.
- Obtains and organizes needed medical and administrative supplies necessary to provide health services.
- Provides appropriate teaching methods to promote an optimal level of wellness for students.
- Serves as a health educator to students, parents, and school staff, assisting them toward assuming responsibility for their individual and family health.
- Develops health education activities based on an assessment of the health needs of the local school community.
- Cooperates with health agencies in the control of communicable diseases.
- Assists in periodic inspections of the school environment for safety and health hazards.
- Continues professional and personal growth by training to become a CPR/AED/FA instructor, attending conferences, workshops, and in-service/graduate courses related to education and health.
- Attends and participates in school, staff, and community meetings.
- Provides coverage for other school health offices as needed and as assigned by the Supervisor of Health Services.
- Performs other duties as assigned.

QUALIFICATIONS:

- Baccalaureate Degree in Nursing preferred;
- License to practice as a registered professional nurse in the State of Maryland;
- Current cardiopulmonary resuscitation, first aid, and AED certification;
- At least two years of experience in school nursing, community health nursing, or related clinical field;
- Adheres to a regular and dependable level of attendance for this position;
- Organizational and administrative skills to implement and promote the school health program;
- Case management and interdisciplinary collaborating skills;
- Excellent interpersonal communication and health counseling skills;
- Knowledge of pediatrics and adolescent medicine as well as nursing theory.

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule (#1) for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC