

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
TEMPORARY/HOURLY POSITION DESCRIPTION**

**REGISTERED NURSE (SCHOOL NURSE SUBSTITUTE)**

**POSITION:** Registered Nurse (School Nurse Substitute)

**REPORTS TO:** Site Administrator/Supervisor

**LOCATION:** Department of Student Services/Various Locations

**NATURE OF WORK:**

The school nurse substitute supports the health services program in the absence of the regular school nurse. 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 nurse substitute 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 substitute supports staff wellness programs and is part of the community emergency response team as necessary, to assist with shelter and mass care operations.

**ESSENTIAL FUNCTIONS:**

- Serves as a health educator to students, parents, and school staff, assisting them toward assuming responsibility for their individual and family health.
- Acts as a resource person on health issues.
- Cooperates with health agencies in the control of communicable diseases.
- Organizes, maintains, and recommends equipment and supplies for the school's health service program.
- Complies with the public school laws of Maryland regarding health and safety.
- Assists in periodic inspections of the school environment for safety and health hazards.
- Works with school personnel in promoting a physical and psychological environment conducive to effective performance of students and staff.
- Organizational and administrative skills to implement and promote the school health program.
- Case management and interdisciplinary collaborating skills.
- Awareness of community resources and referral information.
- Advanced skills in interpersonal communication and health counseling.
- Knowledge of research and evaluation techniques.
- Knowledge and understanding of basic teaching methods.
- Advanced knowledge of pediatrics and adolescent medicine as well as nursing theory.
- Awareness of available programs for students with exceptional needs and the health needs of handicapped individuals.
- Knowledge of laws pertinent to the practice of school nursing.
- Proficient in the use of computer technology, including Microsoft programs.

**DUTIES AND RESPONSIBILITIES:**

**Health Services:**

- Manages the health services program and health suite as assigned.
- Assesses and evaluates the total health and developmental status of students.
- Shares information with school personnel regarding health problems of students that might affect their learning and behavior in the school environment.
- Provides long-term management of students with special care needs, including the implementation of individualized health care plans.
- Maintains required health records for students; utilizes the school system computer program to document care.
- Complies with Family Educational Rights and Privacy Act (FERPA) regulations; delivers care in an ethical and confidential manner.

- Ensures appropriate exclusion for infectious illnesses and reports communicable diseases as required by law.
- Maintains, interprets, and evaluates cumulative health records and medical reports of students.
- Obtains special 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.
- Administers prescribed medical care to students as directed by the authorized prescriber, following approved health services guidelines.
- Collaborates with school and community agencies to provide educational, social, and health services to the local school population and to the community as needed to assist with shelter and mass care operations.
- Organizes and implements various screening programs and initiates referrals of students as appropriate.
- Obtains and organizes needed medical and administrative supplies necessary to provide health services.
- Performs other work-related 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 certification;
- At least two years of experience in school nursing, community health nursing, or related clinical field;
- Organizational and administrative skills to implement and promote the school health program;
- Case management and interdisciplinary collaborating skills;
- Awareness of community resources and referral information;
- Advanced skills in interpersonal communication and health counseling;
- Knowledge of research and evaluation techniques;
- Knowledge and understanding of basic teaching methods;
- Advanced knowledge of pediatrics and adolescent medicine as well as nursing theory;
- Awareness of available programs for students with exceptional needs and the health needs of handicapped individuals; and
- Knowledge of laws pertinent to the practice of school nursing.

**TERM OF EMPLOYMENT:**

Temporary/Hourly assignment.

**SALARY GRADE RANGE: FY24 Rates**

<b>HIGHEST DEGREE</b>	<b>HOURLY RATE</b>
AA Degree	\$33.67
BA Degree	\$37.28
MA or Higher	\$38.78

**BARGAINING UNIT ELIGIBILITY:** Not eligible.