

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

REGISTERED NURSE (SCHOOL HEALTH NURSE)

POSITION: Registered Nurse (School Health Nurse) 11M

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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools
- Knowledge of pediatrics and adolescent medicine as well as nursing theory

DUTIES AND RESPONSIBILITIES:

- Provides coverage for health rooms as needed and as assigned by the Supervisor of Health Services
- Obtains and organizes needed medical and administrative supplies necessary to provide health services
- 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
- Contacts Emergency Medical Services (EMS), in collaboration with site administration, when necessary, to respond to medical emergencies
- 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 and is part of the community emergency response team as necessary to assist with shelter and mass care operations
- Instructs and supervises students, student nurses and volunteers working in the health room
- 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
- 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
- Collaborates with the Supervisor of Health Services by providing input and suggestions for developing and revising standardized procedures for the healthcare of students
- Assists in the preparation of district, state, and federal reports
- Communicates with school health professionals as directed by the Supervisor of Health Services, regarding summer program assignments/tasks, as needed
- Assists in organizing and implementing flu clinics and assessing summer program needs for school nurses
- Assists with the coordination of professional development for school nurses by providing input and suggestions to the Supervisor of Health Services
- Provides input and suggestions to the Supervisor of Health Services for the development and

- revision of program policies, regulations, procedures, guidelines, and standards of care
- Serves as a resource to school nurses, administrators, and staff members in matters of health and wellness
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- License to practice as a registered professional nurse in the State of Maryland
- Current cardiopulmonary resuscitation, first aid, and AED certification
- Four (4) years of experience in school nursing, community health nursing, or related clinical field

Preferred;

- BA degree in Nursing

TERM OF EMPLOYMENT:

Full-time eleven-month position

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC Specialist Career Ladder for eleven-month employees.

Updated 7.2024

