

KARNS CITY AREA SCHOOL DISTRICT
JOB DESCRIPTION
School Nurse



IMMEDIATE SUPERVISOR Building Principal

GENERAL DUTIES

To strengthen the educational process through improvement and protection of the health status of students so they can benefit from the school experience.

ESSENTIAL REQUIREMENTS

- A. All required clearances as per current law
- B. A Bachelor of Science in Nursing (BSN) from an accredited school of nursing or a Registered Nurse with a Bachelor or Master degree in another field
- C. Registered nurse license in the State of Pennsylvania
- D. Have or be eligible for Pennsylvania School Nurse Certificate from TSPC (Teacher Standards and Practices Commission)
- E. Preference will be given to those with community health nursing or school nursing experience
- F. Ability to assess student health needs, access community resources, and interface with students, parents, and health care providers
- G. Ability to coordinate, assign responsibilities, and delegate nursing tasks to school staff
- H. Ability to develop rapport and communicate effectively with students, staff, and parents
- I. Valid Pennsylvania driver's license and reliable transportation for on the job travel
- J. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- K. Maintain integrity of confidential information relating to students, staff, or district patrons
- L. Ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Develop student specific health management plans after consultation with parents and health care providers
- B. Consult with school teams regarding implementation of accommodations in the health management plan
- C. Provide consultation in IEPs and 504s for students with health needs
- D. Provide regularly scheduled medication reviews, submit reports and work with staff to address areas of concern
- E. Provide required health room assistant training, Glucagon, Epinephrine and medication administration classes
- F. In-Service school staff on student specific health needs
- G. Collaborate with vision/hearing team regarding school screenings, referrals and follow-up

- H. Assist schools in the identification, control and prevention of communicable disease
- I. Serve as a health consultant to schools
- J. Delegate nursing tasks according to state nursing guidelines
- K. Assist in on-going evaluation of health service programs
- L. Provide consultation to schools regarding immunizations
- M. Assist schools in communicating with parents about students with health needs
- N. Supervise health room assistants, LPN's, and CNA's
- O. Cultivate and model a respectful working and learning environment
- P. Other duties as assigned

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs

per day) F – Frequently (2.5 – 5.5 hrs per day) C – Continually (5.5 – 8 hrs per

day) NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling			X		
Crouching (bend at knees)			X		
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)		X			
Climbing (ladder)				X	
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing				X	
Fine manipulation			X		
Using foot control			X		
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: Records, files, equipment, furniture and supplies

Other requirements:

- Ability to quickly and repetitively alternate from one physical requirement to another physical requirement within the work environment
- Ability to freely maneuver in and around your work area
- Ability to effectively communicate with others
- Ability to consistently meet the physical requirements throughout the workday
- Tolerance to chemicals, dust, substances and other products or bi-products used in or generated by the operations of the School District

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons
- G. Perform assigned job responsibilities free of error in a timely, efficient and professional manner
- H. Refrain from engaging in conduct that interferes with the efficient and proper operation of the School District
- I. Refrain from publicly disclosing information obtained during the course of employment and/or the performance of job responsibilities without the prior written authorization of the Superintendent
- J. Comply with federal and state laws applicable to job responsibilities and employment with the Karns City Area School District

EMPLOYEE STATEMENT

"I have reviewed the above position description and understand its contents"

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents"

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)"

Employee Name (print)

Date

Employee Signature

Date