

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

REGISTERED NURSE SCHOOL HEALTH 10M

POSITION: Registered Nurse School Health 10M

REPORTS TO: Site Administrator/Supervisor

LOCATION: Various Locations

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:

- 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
- Contacts Emergency Medical Services (EMS), in collaboration with site administration, when necessary, to respond to medical emergencies
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

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

Required:

- License to practice as a registered professional nurse in the State of Maryland
- Current cardiopulmonary resuscitation, first aid, and AED certification
- At least two (2) years of experience in school nursing, community health nursing, or related clinical field

Preferred:

- Bachelor's degree in nursing

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on Specialist Career Ladder for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 7.2024, 04.2025