



JOB INFORMATION

TITLE:	Certified School Nurse	
EMPLOYEE GROUP:	Professional	ADDITIONAL JOB CODES: 305
SHIFT:	Per Contract	
TERM OF EMPLOYMENT:	Per Contract	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	As Assigned	
RATE OF COMPENSATION:	Per Contract	
FSLA: Exempt X	Non-Exempt _____	
Last Edited On:	11/30/2017	Board Approval Date: 01/15/2018

ORGANIZATION

DEPARTMENT: Professional

REPORTS TO: Director of Pupil Personnel and to the Building Principal where performing services

JOB SUMMARY & QUALIFICATIONS

SUMMARY

The Certified School Nurse will promote and protect the health and welfare of the pupils in school.

QUALIFICATIONS

- Possess a current Pennsylvania Professional Registered Nurse License.
- Possess an Educational Specialist I or Emergency Certificate validated by Pennsylvania Department of Education and actively pursuing an Educational Specialist I and eventually Educational Specialist II Certification.
- Possess and maintain current Professional Level Cardio Pulmonary Resuscitation and Automated External Defibrillator Certification through the American Red Cross or American Heart Association.
- Have a minimum of three years of nursing experience, preferably in fields related to child health.
- Be compliant with Act 48 requirements.
- Complete the School District induction plan as outlined for the Certified School Nurse.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

- Provide nursing services including assessment of and initial care/referral for minor illnesses, chronic ongoing or disabling conditions, emergency care and first aid adhering to school policy and medical standing orders.
- Assist with mandated dental and physical exams, including Special Olympics. The Secondary Level CSN will assist with PIAA sport physicals. The CSN is responsible for follow-up with parent as instructed by physician/dentist performing the exams.

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- c. Conduct state mandated screenings and document on cumulative School Health Record. Report results to parents as indicated by the Department of Health. Document follow-up information resulting from referral.
- d. Collaborate and work closely with the administrators, teachers, parents and students in establishing both individual health care plans as well as building or district wide protocols (i.e. concussion protocols, food allergy management, etc) for students who need them. Plan for appropriate interventions: medication administration and procedures/interventions for students with health care needs.
- e. Participate in IEP's, IST's, SAP Teams, Child Study Teams, and Chapter 14 (Special Ed), Chapter 15 (Protected Handicapped) and Chapter 16 (Gifted) planning conferences as appropriate. Assist with development and/or case management of Section 504/Chapter 15 Service Contracts as required and/or assigned.
- f. Administer medication according to school policy. Assure that proper documentation is received from prescribing physician/dentist with parental permission. At the Elementary level Fluoride tablets will be given with parental permission.
- g. Accompany or designate a school representative to accompany any student requiring transportation by ambulance to an emergency room.
- h. Provide age appropriate health counseling. Provide educational programs as requested by teachers or required for specific curriculum. Advise parents of appropriate in-school and/or out of school services available.
- i. Maintain up to date cumulative health records, and assure confidentiality. Provide school staff with appropriate health problem information lists as needed, with parental permission.
- j. Assure that all students at school and new enrollees are properly immunized according to state requirements. If student is exempted the CSN will assure proper documentation. Administer immunization injections through state immunization programs.
- k. Report problems concerning suspected child abuse to School Social Worker and Building Principal, or his/her designee, immediately.
- l. Make home visits as appropriate with an administrator or School Social Worker.
- m. Examine student for suspected contagious diseases/parasites and recommend exclusion to the Building Principal or his/her designee. Send information home with student and/or contact parent directly with pertinent information.
- n. Work closely with the School Social Worker and/or School Counselor after investigating a student's seemingly unmet needs of medical care, clothing and food or other pertinent problems.
- o. Supervise and coordinate activities of Health Room Aides.

MISCELLANEOUS RESPONSIBILITIES

- a. Attend meetings for school nurses.
- b. Provide information needed for yearly reports in a timely manner.
- c. Work four additional contractual days over the summer for completion of yearly reports and preparation for new school year. Assure that all new enrollees meet the minimum standard for enrollment and review or create health record. Follow-up with parents of students provisionally enrolled and assure completion of requirements.
- d. Additional responsibilities at each level as explained in induction program.
- e. Assist with kindergarten registration.
- f. Maintain daily logs.
- g. Report serious problems and accidents to the building principal. Complete and file an unusual incident report with Building Principal, or his designee, and Director of Pupil Services. Maintain a copy for the student's health record.

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- h. At the secondary level, evaluate all adaptive Physical Education requests and distribute copies to appropriate individuals.
- i. Work closely with the School Social Worker and with welfare and social agencies relative to the health program.
- j. Be a member of the district Pupil Personnel Services department.
- k. Perform other duties as directed by the Director of Pupil Personnel, Principal and/or Administration.

WORK ENVIRONMENT

- a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must be courteous and able to effectively manage students.
- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.
- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.