



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Fredrick, Maryland 20678

### **JOB DESCRIPTION**

<b>POSITION</b>	School Nurse – Registered Nurse
<b>DEPARTMENT</b>	
<b>LOCATION</b>	TBD
<b>REPORTS TO</b>	Principal and School Health Supervisor
<b>ANNUAL WORK SUMMARY</b>	11 months per year, 210 days per year, 7 hours per day.
<b>WAGE/PAY RATE</b>	Scale 28: \$36.69/hr - \$47.54/hr
<b>FLSA STATUS</b>	Non-exempt
<b>APPLICATION DEADLINE</b>	
<b>EFFECTIVE START DATE</b>	
<b>POSITION SUMMARY</b>	<p>The registered nurse serves as the leader of the school health nursing team. The registered nurse utilizes the nursing process, which is the systematic application of knowledge and skills used in assessing situations, deciding the course of action, implementing the action, and evaluating the outcomes. The registered nurse functions independently in the school setting and makes the decisions about how care is provided and who provides the care to the students in the school. The registered nurse manages the process of assessment, evaluation, maintenance and improvement of the health of students and staff; strengthens and facilitates the educational process by improving and protecting the health status of students; participates in the identification of and assists in the removal or modification of health-related barriers to learning in individual students; promotes the prevention of illness and disability as well as early detection and correction of health problems. One of the primary roles of the school nurse is to support student learning by serving as an advocate and liaison between the home, the school, and the medical community regarding concerns that may affect a student's ability to learn.</p>

### **EDUCATION, CERTIFICATION AND EXPERIENCE**

1. Successful completion of an accredited nursing program for a registered nurse. Bachelor's degree in nursing preferred.
2. Active license as a registered nurse in the state of Maryland
3. A minimum of two years nursing experience
4. Experience in pediatric nursing, public health nursing or school nursing preferred
5. Current cardiopulmonary resuscitation certification for health care providers from the American Heart Association
6. Valid Maryland driver's license

## **SPECIAL REQUIREMENTS**

None

## **KNOWLEDGE, ABILITIES AND SKILLS**

These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions. At the time of application, the candidate must have:

1. Leadership skills to function as the team leader in the school setting
2. Excellent written and verbal communication skills
3. Aptitude to operate a variety of computer and audio-visual devices/equipment
4. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable
5. Demonstrated success in accomplishing tasks akin to those responsibilities listed below

## **ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

The school nurse's role can be defined, but is not limited, to the following functions:

1. Promotes and protects the optimal health status of children
2. Conducts health assessments
  - a. Obtains a health and developmental history
  - b. Screens and evaluates findings or deficits of state-mandated screenings, i.e. vision and hearing
  - c. Observes the child for developmental patterns in making nursing assessment and nursing diagnosis
  - d. Identifies deviant health findings
3. Develops and implements a health plan
  - a. Interprets the health status of students to parents and school personnel
  - b. Initiates referrals to parents, school personnel and community health resources for intervention, remediation, and follow-through
  - c. Provides ongoing health counseling with students, parents, and school personnel
  - d. Recommends and helps to implement modification of school programs to meet students' health needs
  - e. Utilizes existing health resources to provide appropriate care to students
4. Maintains, evaluates, and interprets health data to meet the individual needs of students
5. Provides clinical nursing services as authorized by the Maryland Nurse Practice Act
6. Plans and implements school health management protocols for the child with special health needs
7. Develops guidelines and provides for crisis intervention, acute illness, injury, and emotional disturbances
8. Participates as a member of the school's emergency preparedness/crisis intervention team
9. Promotes prevention and control of communicable diseases through preventive immunization programs; assists in the early surveillance, detection, and reporting of contagious diseases
10. Provides oversight of licensure status and practice of other health service providers of lower licensure in applicable situations and delegates certain nursing functions to appropriate staff
11. Recommends provisions for a school environment conducive to learning
12. Identifies and reports school environmental concerns and issues
13. Works with administration, faculty, and staff on remediation of issues
14. Provides health education
15. Provides direct health education and health counseling to assist students and families in making health and lifestyle decisions

16. Serves as a resource person to the classroom teacher and supervisor in health instruction
17. Participates in health education, directly and indirectly, by teaching persons to become more assertive health consumers and to assume greater responsibility for their own health
18. Counsels students concerning problems, at-risk behaviors, mental health issues, and substance abuse to facilitate responsible decision-making practices
19. Acts as a resource person in promoting health careers
20. Provides health counseling for staff
21. Provides leadership and/or support to staff wellness programs
22. Functions as an integral member of the school interdisciplinary team. If a child requires a related health service, only the registered nurse can determine whether nursing services can be delegated.
23. Coordinates medical input from the student's health care provider and involves the health care provider as appropriate
24. Coordinates school and community health activities and serves as a liaison between the home, school, and community
25. Serves as a link between school teams, student's health care providers, and school-based clinical staff
26. Engages in research and evaluation of school health services to strengthen and improve school health programs and school nursing practices
27. Assists in the formation of health policies, procedures, goals, and objectives for the Calvert County Public Schools.
28. Assumes accountability for professional ethics
29. Participates in continuing education programs (i.e., workshops, seminars, conferences, classes or courses, and certification or degree programs.)
30. Participates in professional organizations
31. Knows and understands the legal aspects of school nursing practice and the impact on practice
32. Performs nursing duties in an ethical and professional manner in accordance with the Nurse Practice Act
33. Accepts responsibility and accountability for professional nursing practice in the school setting
34. Maintains competence in nursing
35. Provides services with respect for human dignity
36. Safeguards student's right to privacy by maintaining confidentiality of student records and communication regarding student
37. Thinks, concentrates, and interacts positively with others
38. Comes to work regularly and promptly
39. Works under stress and meets deadlines

## **OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned. Performs related work as required or assigned by the school health supervisor and/or building principal or designee.

## **PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS**

Position requires significant periods of standing and walking and is performed in a typical school environment. Work requires light physical effort. Tasks may include assisting children and moving equipment.

## **UNUSUAL DEMANDS**

Potential for exposure to blood, bodily fluids and other potentially infectious materials for which universal precautions must be implemented

## **EVALUATION**

Performance will be evaluated in accordance with the policy on evaluation as established by Calvert County Public Schools.

## **APPLICATION PROCEDURE**

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

## **House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

## **Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov/> or call 1-800-421-3481.