Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: School Nurse

Reports To: Building Principal/Superintendent

Qualifications: Experienced RN, with 2-3 years of prior experience in the areas of pediatrics and/or emergency care

Graduate of an accredited nursing program

Bachelor's Degree preferred

Current CPR certification

NH DOE School Nurse Certification (or eligible to be certified)

Physical Demands: Be able to lift ten (10) pounds with no restrictions

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

General Duties & Responsibilities:

Except as specifically noted, the following functions are considered essential to this position:

● Organizes, administers, and manages school health services.

● Responsible for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students in the school district.

● Responsible for direct and indirect care given to students in compliance with school district policies, professional standards of practice, physician's orders and the Individual Health Plan.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

● Functions in accordance with New Hampshire Nurse Practice Act, Code of Ethics for Registered Nurses,

and the school district's policies and procedures.

● Promotes and maintains good health as well as the prevention of illnesses and injuries.

● Formulates, revises, and implements Individual Health Plans.

● Inputs the health screenings, physical examinations, immunizations, conditions/alerts, consents and all medication orders into the school database.

● Acts as a liaison between the physician, school, community, and child's home in improving the holistic health needs of school children.

● Participates in the development of an ongoing student safety and child protection program.

● Acts in a manner that respects the dignity, confidentiality, and rights of all students and staff.

● Upholds regulations and laws related to confidentiality, reporting of child abuse and neglect, and other health-related requirements.

● Provides leadership in the planning of proper emergency care and first aid for student illnesses and accidents incurred during school activities.

● Ensures the maintenance of accurate health records for all children and the submission of all reports relating to the health of children to the state or other appropriate agencies.

● May provide in-service training for health-related issues to staff members of the district.

● Assists in the preparation and implementation of the school health services budget.

● Monitors, reports, and recommends changes for safety hazards and sanitary conditions in the school environment.

● Maintains professional competencies through in-service educational activities and self-selected professional growth programs.

● Maintains student's confidential files and records (e.g. health care plans, agency referrals, accident reports, immunizations, physical exams, etc.).

Necessary Knowledge, Skills and Abilities:

Specific skill-based competencies required to satisfactorily perform the functions of the job, including:

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● Knowledge and skills to evaluate and treat a variety of medical conditions,

● Ability to effectively communicate information both orally and in written form and to a diverse group,

● Ability to plan and manage projects, and work with frequent interruptions,

● Knowledge of current medical and health standards ,

● Ability to maintain confidentiality and to do so in accordance with laws such as HIPAA, and FERPA,

● Ability to collaborate with professionals, parents, and community

● Knowledge of the New Hampshire Nurse Practice Act, Code of Ethics for Registered Nurses, and the school district's policies and procedures

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