

SCHOOL NURSE

Minimum Qualifications: Possession of a current license issued by the New York State Education Department to practice as a Registered Professional Nurse.

Reports to: Building Principal

Essential Job Function-Distinguishing Features of the Class:

The work involves responsibility for giving care to students and for performing related nursing services including pupil health screening and notification of defects and communicable disease control. The work is performed under the general supervision of a school physician and/or school administration. Supervision may be exercised over the work of clerical assistants or LPNs. A School Nurse does related work as required.

Performance Responsibilities-Typical Work Activities:

- Conducts or assists the school physician in the conduct of eye, hearing, and scoliosis testing of students.
- Administers first aid and emergency treatment to students and employees.
- Assists at school immunization clinics.
- Arranges to transport sick or injured students or employees to hospital, home, doctor's, and dentist's office in cases of emergency.
- Inspects the school plant, playground, and cafeteria and reports on general safety and sanitary conditions.
- Orders, inventories, and oversees the storage of first aid and related health supplies and equipment.
- Consults with staff members, school physician, and parents concerning health factors related to non-attendance and communicable diseases.
- May maintain attendance records of school students.
- Prepares records and reports as required.

Full Performance Knowledges, Skills, Abilities, and Personal Characteristics:

Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application. Working knowledge of material-medical, dietetics, sanitation, and personal hygiene, skill in application of nursing techniques and practices. Ability to understand and follow technical, oral, and written instructions. Ability to keep records and make reports. Ability to get along well with students, teachers, parents, and others. Ability to carry out successfully the measures prescribed. Ability to plan and supervise the work of others, good observation, emotional stability, physical condition sufficient to perform the essential duties of the position.

Terms of Employment: 10 month employee

Evaluation: Performance is evaluated by the Building Principal

Special Requirement for Appointment in School Districts/BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.

4/2014