

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

SCHOOL NURSE

QUALIFICATIONS:

1. Current license to practice professional nursing in Maine
2. Certification as required by the State Department of Education

DESIRED QUALIFICATIONS:

1. Evidence of experience working with preschool, elementary and middle school aged children.

REPORTS TO: Building Administrator

JOB GOAL: To strengthen and facilitate the educational process by improving and protecting the health status of children

PERFORMANCE RESPONSIBILITIES:

Administration and Coordination

1. Recommends and helps to implement modifications of school programs to meet all students' health needs, including medical needs of medically fragile students.
2. Responsible for maintenance/reporting of state required immunization/exemptions status of all students.
3. Responsible for maintenance of cumulative health records and report forms.
4. Participates in the development of district health policies.
5. Prepares the budget for nursing services.
6. Implements Board policies regarding health, administering medication, and physical examinations.
7. Serves as health liaison between schools, homes, and communities. Make home visits as Needed.
8. Supports and implements Bloodborne Pathogen education, per policy, to faculty and staff.
9. Responsible for the education of non-medical personnel in administering medications.
10. Helps develop/revise school health policies, procedures, and standing orders.
11. Assists in reviewing, revising, and implementing emergency procedures.

Services, Routine and Situational

1. Participates as the health specialist on the child education evaluation team to develop the individualized health education plan (IEP) Serves as 504 case manager as appropriate.
2. Develop and implement individual health care plans for children with chronic health problems, including the administration of medication.

3. Interprets the health status of pupils to school personnel.
4. Observes the child for development and health patterns in making a nursing assessment and nursing diagnosis.
5. Identifies student health findings that do not fall in the normal range.
6. Helps school personnel recognize departures from appropriate behavior and growth patterns; helps students and staff adjust programs when necessary to accommodate health needs of students.
7. Maintains Doctor's reports and medical records on student athletes and advises the appropriate coach/Athletic Director of all eligible and ineligible students.
8. Plans, implements, and supervises school health screening programs in accordance with state and district requirements and recommendations. Provides follow-up services when indicated.
9. Interprets health assessments and help students and parents accept responsibility for diagnosis and treatment.
10. Encourages parents to maintain maximum immunization protection for students as required by law.
11. Serves as a member of the crisis intervention team and leadership team as needed.
12. Serves as a resource person to school personnel. Participates selectively in classroom instruction.
13. Provides for crisis intervention for acute illness, injury, and emotional disturbances.
14. Provides information to adolescents concerning health problems in order to encourage responsible decision-making practices. Meets and confers with students, parents and staff as needed.
15. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals, and other publications, and discussing problems of mutual interest with others in the field.
16. Performs such other duties and responsibilities as may be assigned by the Building Administrator and/or Superintendent of Schools.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.

TERMS OF EMPLOYMENT: Salary and work year as determined by Teachers' Contract

EVALUATION: The Building Administrator will evaluate performance of this job in accordance with this document and the District's Evaluation System.

History: Approved: 04/13/05

Approved: April 14, 2021