



Job Description: School Nurse (Preschool, Lower, Middle and Afterschool)

Reports to: Director of Health Services

Employment: Full Time

General Responsibilities and Activities:

The School Nurse is responsible for implementing best practices measures to ensure the promotion of a healthy school environment. These responsibilities involve direct student (patient) care, health education and counseling, and policy management. As the healthcare provider, the School Nurse must also adhere to local, state and federal guidelines to ensure compliance of the overall health within the school community. The School Nurse plays an integral role as an advocate, liaison, and consultant on health related issues for students, families and the school community. This position reports to the Director of Health Services.

Education, Work Experience, Skills and Qualifications

- Bachelors of Science in Nursing (BSN)
- Registered Nurse in New York State (Current Licensure)
- Currently BLS Provider certified
- Minimum of two (2) years experience as a School Nurse
- Considerable knowledge of child growth and development in accordance to therapies and treatment
- Basic understanding of health appraisal and immunization record collection and management
- Ability to collaborate with school faculty/staff, parents, students, health care providers and community organizations
- Excellent interpersonal and communication skills, both verbal and written
- Exhibit leadership, critical thinking, organization and decision-making skills, along with objectively using professional judgment
- Have basic computer programming knowledge, including electronic health records management and internet research retrieval

Responsibilities

- Provide a safe and healthy community for students and faculty/staff in accordance to the New York State (NYS) Nursing Practice Act.
- Offer direct care during the school day to students and staff/faculty members

- Manage the medical needs of students with chronic health concerns
- Clearly and effectively communicate with parents, healthcare providers, along with faculty and staff regarding student health concerns while maintaining confidentiality.
- Adhere to NYS immunization and communicable disease control reporting requirements
- Assess and identify student health needs, offer referrals and resources to students and families
- Create, maintain and implement school health policies
- Educate students, parents, faculty and staff on various health issues
- Serve as a resource for the school health curriculum
- Offer staff trainings regarding students with health and developmental needs
- Identify and report school building safety or environmental issues which impact student or staff health to the building administrator
- Participate as an active member of the Emergency Management Team
- Develop appropriate nursing care plans for students with chronic health concerns

Professional Development/Community Involvement

- Attend, pursue and offer educational opportunities that promote best practice for the school nurse
- Collect research and data in relation to school nursing and health education
- Participate in School Nursing Associations on the local, state and national level

Athletics

- Assist athletic trainer in reviewing student athlete health appraisal and sports clearance forms prior to each preseason practice
- Initiate and maintain contact with athletes parents and healthcare providers for clarification or missing medical information
- Provide Athletic Director, coaches and Athletic Trainer a clearance lists of athletes, including any health concerns in a timely fashion