BOYERTOWN AREA SCHOOL DISTRICT
JOB DESCRIPTION

Position:	Certified School Nurse	Employee Group:	Professional Staff
Report To:	Building Principal or Designee	Created:	May 2019
FLSA:	Exempt	Revision Date:	November 2021
Work Year:	Full-time/190 Days/Work Hrs. per CBA		

Job Summary:

To maintain and /or improve the health status of students, thus enabling them to profit fully from their educational experiences; and, to promote optimum health status and lifestyles of all students through the joint efforts of the home, school, and community.

Supervisory Responsibilities:

Supervises students in the health room.

Essential Duties:

1. Develops and maintains a comprehensive school health services program for students, following the guidelines of the PA School Code, PA DOH Regulations, the Division of School Health guidelines, PA DOE Regulations, and school district policies.
2. Provides up-to-date information for use of school personnel on such subjects as the growth and development pattern of children, first aid practice, accident prevention, communicable disease regulations.
3. Uses data collected to help plan and evaluate the school health program.
4. Ensures that reports required by the school district, PA Dept. of Health, Div. of School Health, and PA Dept. of Education are properly prepared and forwarded.
5. Provides direct services to students, using the nursing process to provide care to the school community in accordance with current medical practice and nursing standards, relevant statutes, and regulations.
6. Performs and/or oversees mandated screenings and completes referrals and follow-up where applicable. and rooms.
7. Manages and controls acute and chronic disease. Carries out policies and procedures for the control of communicable diseases, in collaboration with the PA Department of Health.
8. Provides first aid for illness or injury to students and documents nursing assessment, diagnosis and treatment.
9. May establish health care plans for students with special health care needs and update them as needed. Where applicable, participates in IEP meetings and directs 504 Service Agreement development.
10. Reviews and monitors student immunization status. Makes appropriate referrals to update immunizations when indicated.
11. Provides health teaching and counseling.
12. Maintains comprehensive health records on each child and records of school nursing services.
13. Administers medications and performs procedures according to physician orders and school district policies and procedures. Ensures physician orders for individual student medications and/or treatments comply with requirements for administration.
14. Informs teachers of health conditions of students which may affect behavior, appearance, or scholastic performance.
15. Collaborates with agencies within and outside of the school community to ensure continuity of service and care of students, including working with private physicians and dentists to coordinate private medical and dental examinations with the school program.

16. May actively participate in programs or activities related to suicide prevention, drug and alcohol abuse prevention, and smoking cessation.
17. Promotes a safe and healthy school environment.
18. Serves as a resource person to facilitate learning of positive health and wellness behaviors for students and staff.
19. Assists in budget preparation by advising school administration in preparing a budget for the health program and facilities and shall advise the administration on the financial needs for the health services program. Serves on district committees as requested.
20. Maintains accurate, complete, and correct records as required by the District Policy, Administrative Policy, and Pennsylvania law.
21. Communicates with parents/guardians during and outside normal classroom days to create partnerships around student learning by means of newsletters, notes, phone calls, conferences, and other means to the department curriculum/program.
22. Attends district department and faculty meetings and serves on district committees as required.
23. Attends established traditional school-sponsored activities (i.e.: back-to-school night, open house, and other activities customarily attended by classroom teachers and/or faculty members).
24. Actively participates in building or district educational experiences such as science fairs, mathematic competitions, programs associated with the arts, and other student activities.
25. Participates in curriculum-related and programmatic activities that are a part of the regular district program, including but not limited to field trips or overnight camping trips that have been historically part of the school curriculum and programming.
26. Participates in in-service and staff development activities and staff meetings as required or assigned.
27. Maintains an ongoing program of professional growth that satisfies district requirements but also satisfies personal expectations as a professional.
28. Facilitates in-service workshops and demonstrations pertinent to methods and materials appropriate to the nursing area.
29. Provides, when appropriate, information and recommendations (verbal and written) when requested for student placement, course selection, awards, scholarships, and in pursuit of other academic, extra-curricular endeavors or employment.
30. Establishes partnerships with the community as appropriate in support of the nursing/healthcare program.
31. Demonstrates professionalism and adheres to the Professional Code of Conduct.
32. Plans, coordinates, and assists in oversight of the work of staff aides.
33. Selects and requisitions books and instructional materials.
34. Follows established policies and procedures for reporting incidents (e.g., child abuse, substance abuse, harassment, and violence).
35. Other duties as assigned by the Building Principal and/or Administration.

Qualifications and Requirements:

- Valid Certified School Nurse certificate
- Maintains professional competence through professional development education activities provided by the district or through self-selected activities.
- Provides students with appropriate health care as established by state and federal laws and regulations.
- Participates in curriculum development programs as required, faculty committees, regularly scheduled meetings, assigned day and evening activities, and sponsorship of student activities, as required.
- Performs in accordance with school policy, administrative regulations state, and federal laws.
- Ability to establish and maintain effective relationships with students, peers, and parents, excellent skills in oral and written communication.
- Completion of School Health Physical and TB test
- Completion of required background clearances

- Act 34 - Criminal History Clearance
- Act 151 - Child Abuse History Clearance
- Act 114 - Federal Criminal Background Check

Physical Requirements:

- Visual acuity to read correspondence & the computer screen
- Auditory ability to be able to use a telephone
- Ability to speak clearly and distinctly.
- Prolonged periods sitting at a desk, standing, walking and/or working on a computer.
- Specific vision abilities required that include close vision such as reading handwritten or typed material, and the ability to adjust focus.
- Ability to meet multiple demands from several people and interact with the public and other staff.
- Must be able to lift up to 15 pounds at times

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The Professional will be required to follow any other job-related instructions and perform other job-related duties requested by the Superintendent or Designee.

The position holder must be able to perform the essential duties and responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform the Chief Human Resources Officer of any and all reasonable accommodation that will be required.

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