

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: **SCHOOL NURSE**

REPORTS TO: **Building Administrator**

JOB GOAL: To strengthen and facilitate the educational process by improving and protecting the health status of students. The major focus of school nursing services is the prevention of illness and disability and the early detection and correction of health problems by conducting preliminary assessments and referral procedures.

QUALIFICATIONS:

1. Registered professional nurse
2. Educational Specialist Certificate (K-12) School Nurse (524)
Maine Department of Education
3. Nursing experience preferred

PERFORMANCE RESPONSIBILITIES:

A) Functions

1. Provide health assessments.
 - a. Obtain health and developmental history
 - b. Plans, implements and supervises school health screening programs (vision, hearing, and growth) in accordance with state and district requirements and recommendations
 - c. Identify health findings which do not fall within the normal range
 - d. Maintains and updated cumulative health records
2. Develop and implement individual health plans
 - a. Interpret the health status of pupils to school personnel
 - b. Initiate referrals to parents, school personnel and community health resources for intervention, remediation and follow through
 - c. Provide ongoing health information to students, parents, school personnel and health agencies
 - d. Recommend and help to implement modifications for school programs to meet students' health needs
 - e. Utilize existing health resources to provide appropriate care of pupils
3. Maintain, evaluate and interpret cumulative health data to accommodate individual needs of students
4. Participate as the health specialist on the student education evaluation team
5. Plan and implement school health management protocols for the student with chronic health problems, including the administration of medication

6. Serves as a health liaison between school, home and community. Makes home visits as needed
7. Encourages parents to maintain current immunization protection as recommended by the Department of Human services
8. Participates in health aspects of kindergarten pre-registration.
9. Implements the school mediation policy and procedures
10. Prepares statistical reports for the Department of education and Cultural services and Department of Human services
11. Reviews, revises and implements emergency policies, including in-services for health and safety programs for school personnel (bloodborne pathogens)
12. Prepares the budget for school health services
13. Provides reproduction health education and puberty education
14. Perform all other related duties as assigned by the Principal

TERMS OF EMPLOYMENT:

Per negotiated Augusta Education Association agreement

Evaluation: Performance for this position will be evaluated annually by the Principal based on the role description and on goals established on a yearly basis.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

Approved by: _____
Superintendent of Schools

Date: _____