

Middletown, CT Job Description

Classification Title	School Nurse
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to provide health care services for students and staff. Acts as an advocate, liaison and consultant on health related issues for students, families and school personnel. ~~in the school setting including transportation; maintain student health records according to state regulations; perform health screenings; maintain health and welfare of student. The work is performed under the direction of the Director of Pupil Personnel and Special Education.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Provide professional development~~Coordinates School Health Programs. Provides annual screening programs, which includes vision, hearing and postural.
- ~~Collect, prioritize documents and evaluate student health information during student visits to the health office and in emergency situations, according to established policy, guidelines and protocols.~~Documents health services provided. Maintains current health data for each student. Completes student and staff accident reports. Initiates and documents health surveillance programs as needed.
- ~~Use an established data collection system in an organized manner.~~Identifies and assesses student health needs. Implements services and evaluates plans of care.
- Provides health care services for the students to manage illness, injury and health conditions/problems whether acute, chronic, episodic or emergent.
- ~~Recognize the educational implications of health concerns or problems for the students.~~
- ~~Conduct appropriate health screenings (i.e. vision, hearing) and make referrals to health care professionals as needed.~~
- ~~Serve as case manager for students with health needs.~~Reviews Health Appraisal and Sports Clearance forms for student athletes. Provides athletic directors and coaches with cleared student lists and relevant medical information.

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- Provides emergency medical information, teacher training and coordinator with field trip facilities for continuity of care for all students.
- Develops and implements individualized health care and emergency care plans. Participates in research and data collection involving school nursing and health education. within the appropriate educational program (regular education, Section 504 and special education.)
- ~~Document nursing interventions in the appropriate health records according to school district policies and procedures.~~
- Acts as a health resource for teachers, administrators and relevant others.
- Provides consultation to school personnel and family members regarding the health and safety of students and relevant health problems. Provides staff and community educational opportunities.
- ~~Use technology (assistive, informational and medical) to effectively manage school health programs.~~
- ~~Communicate and collaborate with the interdisciplinary team regarding the health and safety of the students. Collaborates with community partners in delivery of Health Education or services as needed.~~
- ~~Participate in student PPT and 504 meetings~~
- ~~Ride the bus to and from school if required.~~
- ~~Maintain classroom standards and collaborate with the school/family team.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Nursing with three years of current pediatric (within the past two years) nursing in a health care or educational setting; or, any combination of education and experience that provides equivalent knowledge, skills and abilities. Experience dealing with complex medical needs.

Appropriate education substitutions can be made.

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Other

- Position requires current Connecticut Registered Nurse License, CPR ~~and the~~and the possession of a valid Connecticut driver's license.

PREFERRED QUALIFICATIONS

None

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.~~
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as student health records, supply requisitions, medication forms, accident forms, surveys, screening referrals, eligibility lists, drug handbooks, medical dictionary, OSHA manuals, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director of Pupil Personnel and Special Education, students, parents, teachers, principals, administrators, physicians, paraprofessionals, social workers, psychologists, therapists, guidance counselors, pharmacists, speech pathologists, café and custodial personnel, psychiatrists and the public and to collaborate effectively with trans and inter disciplinary teams. Must possess health assessment skills~~
- ~~Requires the a~~Ability to create and implement regular and emergency health care plans.
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population

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- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities

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- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, nursing/medical equipment, screening equipment, medical supplies and/or related materials used in performing essential functions.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as providing nursing care.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses a limited risk of injury. May be exposed to illnesses or disease.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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