

WESTCHESTER SCHOOL FOR SPECIAL CHILDREN

School Nurse

Approved:

Department: School Age/Preschool

Job Status: Full time

Work Schedule: Monday through Friday 8:30 am to 3:00 p.m.

Reports To: Coordinator of Nursing

POSITION SUMMARY

Education

The qualified applicant must have completed an approved Nurses Training Program and hold a valid New York State License as Registered Nurse or Licensed Practical Nurse.

Experience

The qualified applicant will have completed at least three (3) years of successful direct experience with developmentally disabled children and or adults, preferably in a school setting.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Objectives:

To organize and manage the school's nursing station. To provide nursing care in the form of diagnosis and management of actual or potential health problems through case finding, health teaching and health counseling. To collaborate with consulting physicians and community agencies.

Specifications:

- To maintain the quality of student care through a process of assessment, plan implementation and evaluation.
- To provide emergency service to students for illness or injury and notify parents of any issues that may arise.
- To maintain accurate records and document services, progress and evaluation of nursing service in the students cumulative health care record.
- To maintain a daily log noting all student and/or staff contacts.
- To participate in the development of school policies and procedures for notification of parents regarding illness, immunizations, and communicable disease preventive measures.
- To collaborate with classroom teachers to increase the effectiveness of daily health supervision of students.

- To administer medications and treatments prescribed by a physician in writing.
- To review medications periodically with the physician, student, parents, or surrogate in order to assess effectiveness and interpret need.
- To encourage families to provide for health examinations utilizing the services of their private physician and/or clinic.
- To assist the school consulting physician with scheduled physical examinations.
- To counsel parents and implement a plan of action recommended for follow-up care.
- Collaborate with community agencies and serve as liaison between the school, home or community agency relative to the child's health needs.
- Develop and maintain an effective file system and provide for proper safe guarding of the student records.
- Develop and submit nursing information for the School Individualized Education Program (IEP) for each student.
- Consult with staff worker to insure a safe environment.
- To participate in training programs within the school, and conduct in-service programs and demonstrations for students, staff, and parents.

In addition to the above, and at the discretion of the Nursing Coordinator, the School Nurse may be assigned duties above those mentioned according to his/her level of training. Such assignment would be made in cooperation with the individual schedules and with the acceptance of the School Nurse. Inclusion in parent conference should also be considered when appropriate.

It shall be the responsibility of the Nursing Coordinator to meet with the School Nurse on at least a weekly basis, to review effective performance and discuss the nursing program.

POSITION QUALIFICATIONS

Competency Statements(s)

- Accountability-Ability to accept responsibility and account for his/her actions.
- Accuracy-Ability to perform work accurately and thoroughly.
- Active Listening-Ability to actively attend to, convey and understand the comments and questions of theirs.
- Adaptability-Ability to adapt to change in the workplace.
- Analytical Skills-Ability to use thinking and reasoning to solve a problem.
- Autonomy-Ability to work independently with minimal supervision,
- Coaching and Development-Ability to provide guidance and feedback to help others strengthen specific knowledge/skills areas.

- Communication, Oral-Ability to communicate in writing clearly and concisely.
- Ethical-Ability to demonstrate conducts conforming to a set of values and accepted standards.
- Honestly/Integrity-Ability to be truthful and be seen as credible in the workplace.
- Motivation-Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Responsible-Ability to be held accountable or answerable for one's conduct.
- Team Builder-Ability to convince a group of people to work toward a goal.
- Training-Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.

SKILLS & ABILITIES

Computer Skills

Must have working knowledge of Microsoft Office, the Internet, and email.

I have read and understood this job description and am capable of fulfilling all of the duties as stated herein.

Print Name

Date

Signature

The Agency has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervision as deemed appropriate. This document does not represent a contract of employment, and the Agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the Agency may deem appropriate.