

WINDBER AREA SCHOOL DISTRICT  
JOB DESCRIPTION

Department: - Instruction

Standard Title: - School Nurse

Primary Function:

A School Nurse will execute all duties required for an effective health management program involving staff and students in the district.

Supervision Received:

A School Nurse is directly responsible to the assigned Principal.

Direction Exercised:

A School Nurse is responsible to assist staff and students under the Principal's direction.

Essential Duties:

1. Act as a consultant to teachers in reference to all health problems.
2. Cooperate with Attendance Officer on pupils with health and attendance programs.
3. Cooperate with School Physicians as to their recommendations for improving on all aspects of a child's health.
4. Cooperate with local agencies in regards to health and family problems.
5. Conduct all mandated health assessments and screening programs established by the school code of Pennsylvania and the School District.
6. Insure there is a health record for each pupil attending school and that the record is kept up to date.
7. Establish and maintain a school immunization card for each student.
8. Establish, post at home school, and follow an efficient schedule of regular visits to buildings assigned.
9. Inform all teachers and principals of pupils with physical defects, chronic illnesses, and emergency situations, i.e., bee stings. This list is to be updated annually.

10. For pupils with physical disabilities, assist the family to have defects and weaknesses corrected.
11. Initiate and work closely with teachers in providing health instruction for pupils.
12. Conduct as needed examinations of pupils with communicable ailments.
13. Follow-up on accident reports by completing the necessary forms, informing parents, and seeking additional help when deemed important. Inform principal of all serious accidents.
14. Make necessary home visits and/or telephone calls to obtain health information and follow-up.
15. Plan with the Elementary Principal for pre-K/Kindergarten registration. Plans to include the specific responsibilities for all involved in terms of equipment needed, space necessary, and who is in charge. Interview parents of pre-K/Kindergarten students.
16. Plan for and requisition necessary supplies and equipment at proper time and distribute to assigned buildings.
17. Provide blood pressure readings for district personnel when requested.
18. Assist teachers with appropriate health related presentations to students.
19. Assist the Parent-Teacher Association in any health-related activities.
20. Assist whenever possible with the School Health Maintenance Program.
21. Represent the district on special committees of area agencies.
22. Plan for first aid to be given in each building. Post guidelines and have supplies available.
23. Complete forms for homebound instruction.
24. Attend and participate in district-sponsored in-service programs and department meetings.
25. Administer medication only according to Board Policy. Make every effort to be aware of other teachers or district personnel who may be administering medication.
26. Be aware of and follow State Health Mandates as they pertain to public and private schools of Pennsylvania.
27. Keep record of daily activities required for State records.
28. Complete all reports required by the Department of Health, Department of Education, and the School District.

29. Maintain the high professional competence as a nurse by attending conferences and clinics designed to improve the nursing profession and the services offered to the students. Prior approval from the administration and the Board of Education before attending conferences and clinics is required.

### Secondary Duties:

1. Assists in inventory development of health related equipment and materials utilized.
2. Keep informed of modern educational thought and practices through advanced study, attending educational conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.
3. Perform temporary duties as assigned by the High School Principal and/or Superintendent.

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

### Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.

### Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. A School Nurse shall hold at least a bachelors degree and the certification required by the state of Pennsylvania.
2. Knowledge of program planning and health related matters.
3. Excellent communication, problem solving and organization skills.

### Salary:

The salary shall be in accordance with the schedule established by the Board of Education and the collective bargaining agreement.