

## SCHOOL NURSE

Code No.: 4-08-197  
NON-COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional nursing position which involves providing emergency first aid treatment, performing screening/testing procedures, maintaining medical records and acting as a resource person in disseminating health-related information to students, parents, administrators and the faculty. This employee works under general supervision from, and reports directly to the Director of Pupil Services and School Physician. Direct supervision may be exercised over Health Aides assigned to public and non-public schools within the district. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Maintains and updates cumulative health records for all students in the building including immunization data;

Conducts scoliosis, hearing and vision screening and assists in physical examinations;

Records attendance data and participates in an intervention program for recurring illness and other attendance problems;

Evaluates school-related injuries and completes district insurance forms;

Provides first aid and emergency treatment of injuries and illness of students and faculty;

Advises parents of poor attendance, tardiness, and the need for additional medical attention;

Dispenses medication as ordered by physician and requested by parent in accordance with New York State Law;

Orders, inventories and oversees the storage of first aid and related health supplies and equipment;

Acts as a liaison between physician, faculty, student and parents when there is a health problem;

Coordinates the work of the building health aides;

May be a member of the Committee on Special Education or Building Resource Team.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of nursing theory, principles and procedures; good knowledge of the physical, mental, emotional and social health problems of elementary and secondary school pupils; good knowledge of counseling techniques; good knowledge of community health programs; good knowledge of records maintenance; good knowledge of health screening procedures; ability to supervise health aides; ability to provide first aid and emergency treatment; ability to handle confidential records and information; tact; good

judgment; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a current New York State License as a Registered Nurse.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**FORMERLY:** Registered Professional Nurse (Schools)

**ADOPTED:** February 19, 1987