

DEPARTMENT: ALL SCHOOLS
CLASSIFICATION: APPROVED IN NON-COMPETITIVE CLASSIFICATION
STATE CIVIL SERVICE ACTION - 9/30/75
APPROVED: DECEMBER 9, 2010

SCHOOL NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for giving care to students and for performing related nursing services such as pupil health screening and notification of defects and communicable disease control requiring judgment and skills. The incumbent performs professional nursing services at one or more schools in the maintenance of acceptable health standards, school health records, and the emergency treatment of student and employee health problems. This position differs from the certificated position of School Nurse-Teacher in that there is no responsibility for either classroom instruction or guidance involved. The work is performed under the general direction of a School Administrator, School Physician or School Nurse-Teacher. Supervision may be exercised over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the School Physician in physical, visual, and auditory screening examinations of students and employees;
2. Administers first aid and emergency treatment to students and employees;
3. Prepares and maintains health records for school authorities;
4. Assists at school immunization clinics;
5. Arranges special transportation for medically fragile students across the District and arranges to transport sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency;
6. Inspects the school plant, playground, and cafeteria and reports on general safety and sanitary conditions;
7. Orders, inventories, and oversees the storage of first aid and related health supplies and equipment;
8. Consults with attendance teachers, staff members, and school nurse-teachers concerning a variety of health factors related to non-attendance and communicable disease;
9. May oversee the District's responsibilities for the implementation of AED/CPR and training;
10. Updates K-12 nursing department staff on new medical and State regulations pertaining to their job;
11. May coordinate student physicals;
12. Prepares records and reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application; working knowledge of materia medica (medical material/substance), dietetics, sanitation, and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow technical, oral, and written instructions; ability to keep records and make reports; ability to get along well with students, teachers, parents, and others; ability to carry out successfully the measures prescribed; ability to plan and supervise the work of sub-professional and non-technical personnel; good observation; mental alertness; firmness; initiative; cheerfulness; patience; emotional stability; sympathetic attitude toward the sick and good moral character. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a current license issued by the State of New York to practice as a Registered Professional Nurse.

09/25/2002