



# JOB DESCRIPTION

**POSITION / JOB TITLE:** School Nurse

**COR CLASSIFICATION:** 222101 - Asistent medical generalist

**SCHOOL DIVISION:** Health Office

**REPORTS TO / SUPERVISED BY:** Health Office Manager

## **Role:**

The school nurse is a registered professional nurse certified working in the school setting who strengthens and facilitates the educational process by improving and protecting the health status of children. The major focus of school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is uniquely qualified in preventive health, health assessment, and referral procedures.

## **Responsibilities**

- Serve as a medical assistant in the planning, revision, implementation, and evaluation of the health services program.
- Communicate with the School Doctor current medical developments and procedures that may affect the health and wellness of students and staff and the procedures of the health services program.
- Assist other examinations and screenings to ensure that the learning potential of each student is not diminished by a remediable physical disability and the school community is protected from the spread of communicable disease or other health or cleanliness detriments.
- Comply with the rules and regulations of the local Board of Health
- Follows exactly the HO set protocols and communication guidelines
- Provides direct health care to students and staff
- Provides care to students and staff who need emergency care due to injury or who present with an acute illness only under the direct Recommendations and Supervision of the HO Manager
- Assists faculty and staff in monitoring chronic medical conditions
- Obtain parental consent for administration of OTC medication to students, by calling the parent (verbal consent)
- Informs the parent to pick up the child from school if child is not well enough to stay in school



- Provides case management through by communicating with the family through telephone calls, or written communication
- Assists the School Physician with physical examinations when conducted in the school
- Prepares first aid kits for each building or school trip
- Equips the Medical office with needed supplies and equipment
- Follow established procedures for sanitation and hygiene in the handling of body fluids.
- Follow acceptable and established procedures for the disposal of medical waste.
- Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
- Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Perform duties that are within the scope of Health services as assigned by the Director.

**Additional Duties that are within the Employee's areas of expertise and qualifications, and that are in furtherance of AISB's Mission, may be assigned by the School Director.**

**Qualifications:**

- Hold a nurse practitioner degree from a recognized medical school with a specialty in pediatrics, internal medicine and/or family practice.
- Hold a current license for the practice of nursing in Romania.
- Show evidence of successful health care experience working with children and adolescents.
- Demonstrate knowledge and understanding of child growth and development, wellness, education, community health and social service resources, and current health issues.
- Have excellent integrity and demonstrate good moral character and initiative.
- Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, community, and health and social service agencies.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.



**TERM OF EMPLOYMENT & CONTRACT:**

1 year Limited Definite Term with extension possibility

Full time contract, 40 hours a week, they may be uneven distributed within the 5 days week, as needed in the Medical Office. Regular schedule 7:30 – 16:00 with 30 minute lunch.

The Employee's Performance Evaluation will be conducted annually by the above Supervisor.

Employee's Signature: \_\_\_\_\_

School Director's Signature: \_\_\_\_\_