

**WARE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE OF POSITION: School Nurse

QUALIFICATIONS:

1. Valid Massachusetts RN license.
2. Minimum of a Bachelor's degree in nursing.
3. Licensure as a school nurse by the Massachusetts Department of Elementary and Secondary Education.
4. Minimum 2 years of employment as a Registered Nurse in child health, community health or other relevant clinical nursing experience;
5. Certification in CPR/AED.

REPORTS TO: Building Principal

SUPERVISED BY: Building principal or designee and School Nurse Leader

JOB GOAL: Implement and manage a comprehensive school health program consistent with the Massachusetts guidelines, regulations and statutes governing nursing and school health, as well as local school district policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include but not limited to the following:

- Provides medically prescribed interventions to students, including medication administration (based on state regulations) and provides emergency care for students in case of injury or sudden illness
- Organizes and implements the state mandated programs (immunizations, scoliosis, vision, hearing etc.) and surveillance and screening programs (pediculosis, etc)
- Maintains comprehensive and confidential paper and electronic school health records, including daily logs, accident reports and individual encounter reports
- Develops and coordinates individual health care plans with other health providers and school personnel
- Prepares regular written reports for school officials, MDPH and/or other relevant agencies
- Participates in School Health related committees.
- Consults with the school physician, school administrators and other health professionals to establish, review and revise policies, procedures and specific programs for comprehensive health education and services
- Identifies the needs of an individual or group and teaches the basic principles of health promotions and disease prevention to students and staff, as needed.
- Demonstrates and applies current nursing knowledge in school practice.
- Participates in ongoing professional development as needed to maintain MA license as a registered nurse and licensure with MA DESE

**WARE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE OF POSITION: School Nurse Leader

QUALIFICATIONS:

1. Valid Massachusetts RN license.
2. Minimum of a Bachelor's degree in nursing.
3. Licensure as a school nurse by the Massachusetts Department of Elementary and Secondary Education.
4. Minimum of 3 years of experience in school nursing or related field.
5. Certification in CPR/AED.

REPORTS TO: Superintendent of Schools

JOB GOAL: Manage the total school health service program, providing nursing leadership within the school system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the entire school health service program.
- Promotion of healthy and safe school environment.
- Participation in MDPH initiatives appropriate to the student population in the community.
- Participation in statewide and local emergency preparedness planning.
- Attend mandatory MDPH quarterly meetings of School Nurse Leaders; relevant statewide advisory committees; and other regional and community coalitions that support school health and safety.
- Maintenance of school health Management Information System.
- Participation in School Health/ Wellness Committees.
- Consult with school physician, school administrators and school committee to establish, review and revise health policies, procedures and specific programs for comprehensive health education and services.
- Coordinate in-service programs for school personnel in first aid, emergency care and current health issues.
- Other duties as assigned by Superintendent of Schools.

2017-2018