

# ALBANY LEADERSHIP CHARTER HIGH SCHOOL FOR GIRLS

## School Nurse Position Description

**Job Title: School Nurse Work Year:** 10-month employee **Reports To:** Director of Student Support Services

**SUMMARY:** A school nurse provides healthcare for school-aged students within an educational system. He or she handles the daily health issues that occur with students who attend the school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position.

1. Provides emergency first aid services for the students and staff.
2. Responsible for scheduling and performing vision, hearing screenings, and scoliosis checks.
3. Consults with parents and physicians and dispenses medications as prescribed by the physician.
4. Assists students in the administration of inhalation therapy and insulin injections as prescribed.
5. Assists the school physician in performing class screening and interscholastic athletics physical examinations.
6. Submits accident reports on students and employees and provides follow-up with parents and/or employees.
7. Participates as a member of a management team of professionals addressing the issues of health and safety as they relate to students and staff.
8. Assists the faculty and staff with the reporting of sexual and physical abuse cases.
9. Prepares the health office budget and maintains an inventory of supplies.
10. Keeps and maintains complete and accurate health records.
11. Good knowledge of the nursing principles and techniques and their relation to medical and surgical practices and skill in their application.
12. Skill in the use of nursing techniques and practices.

To perform this job successfully, the School Nurse must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and dispositions required. Reasonable accommodations may be made to enable individuals with less than required attributes or with disabilities to perform the essential functions to expectations.

**EDUCATION AND TRAINING:** Nurses must have an RN and current CPR/AED training.

**EXPERIENCE:** Demonstrates proper attitude and experience working with high school girls, preferably within an urban setting. Exhibits quality relationships with staff, students, parents and the broader community.

**SKILLS, KNOWLEDGE, DISPOSITIONS:** Operating knowledge of and experience with personal computers, word processing and database software. English language skills required. Oral and written fluency in a second language may be preferred or required based on student and parent primary language needs.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Nurses must have an RN and current CPR/AED training.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate. Dealing with other adults and students sometimes is in quiet areas and sometimes noisy ones.

**MENTAL FUNCTIONS:** While performing the duties of this job, the School Nurse is regularly required to use interpersonal skills; frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate.