

MAYNARD PUBLIC SCHOOLS

3-R Tiger Drive

Maynard, MA 01754

email: rgerardi@maynard.k12.ma.us

web: www.maynardschools.org

Voice: (978) 897-2222

Fax: (978) 897-4610



Robert J. Gerardi, Ph.D. Superintendent of Schools

JOB POSTING

ELEMENTARY SCHOOL NURSE

**Letter of interest, resume, certification, references by 8/06/19 to:
Carol Gahan, Director of Student Services
3-R Tiger Drive
Maynard, MA 01754**

Posted: 07/31/19

Maynard Public Schools

B-40

POSITION DESCRIPTION

TITLE: SCHOOL NURSE

QUALIFICATIONS:

1. Current registration to practice professional nursing in Massachusetts.
2. Experience in public health nursing preferably in a school district.

REPORTS TO: Director of Special Education and Related Services

POSITION GOAL: To provide the fullest possible educational opportunity for each student by minimizing absence due to illness and creating a climate of health and well-being in the Maynard Public Schools.

PERFORMANCE RESPONSIBILITIES:

- I. Implement the Maynard School Health Program, including supervision of Health Aides:
 1. Attend to student and employee illnesses and/or injuries, and maintain daily log.
 2. Maintain list of students' health problems, and distribute on a "need to know basis".
 3. Complete forms for all accidents on school premises.
 4. Maintain up to date cumulative health records for students.
 5. Review sports physical exam and provide list of eligible students to Athletic Director before participation.
 6. Supervise compliance with Immunization Laws.
 7. Conduct student health interviews at Kindergarten registration.
 8. Coordinate Hearing, Vision, and Postural Screening as mandated by walver.
 9. Coordinate growth and development screening, graphing of height, weight (and blood pressure grade 4 and others as needed per walver Grades K, 1, 4, 6, 11).

Approved

5/93

Revision Dates

Page 1 of 2

10. Assess and evaluate data from Interval Health Questionnaire/Health History Grades 4-7-10 and all transfers.
11. Coordinate training of First Responders (each building) in "Code Blue" Emergency Procedure.
12. Supervise the Medication Administration program in the school system. (105 CMR 210,000 Regulations April 1993).
13. Review and implement policy on exclusion and readmission of student and staff in connection with Infectious contagious diseases.
14. Perform additional related duties as directed by the principal of Director of Special Education.

II. School nurse if active member of:

1. SPED Support Staff
2. Emergency Responder Group
3. Child Abuse and Neglect Team
4. Building-Based Support Teams
5. Resource person for Health Education Curriculum.

Assume responsibility for own professional growth and development and keep current with literature, new research findings, improved techniques and Massachusetts school health laws and regulations.

TERMS OF EMPLOYMENT:

Salary and work year shall be determined by and be consistent with School Committee policy regarding this policy.

EVALUATION:

Performance will be evaluated annually in accordance with School Committee policy regarding this position.