

**READING PUBLIC SCHOOLS**  
**READING, MASSACHUSETTS**

**Position:** School Nurse - 1 year  
**Department:** Joshua Eaton  
**Reports to:** Director of Nurses & Building Administrator  
**FLSA Classification:** Exempt  
**Approved by:** John F. Doherty, Ed.D  
**Revision Date:** December 2015

**SUMMARY:** Joshua Eaton Elementary School is in search of a 1.0 FTE School Nurse for the 2019-2020 school year. The School Nurse shall 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 Reading Public Schools. The incumbent will manage and coordinate the assigned school's health services program based on requirements established by school district policies, procedures, and protocols, and by local, state, and national regulations and statutes. This is a benefits eligible position

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *The essential functions or duties listed below are illustrations of the type of work that is performed and is not an exhaustive list of the duties performed for by this position. Other duties may be assigned.*

- Establishes and manages a comprehensive school health program consistent with Massachusetts guidelines, regulations and statutes governing nursing and school health, and local school district policies and procedures.
- Consults with the Director of Nurses and Building Administrator to establish, review, and revise policies, procedures, and specific programs for comprehensive school health education and services.
- Applies appropriate nursing theory as the basis for decision-making in the school setting.
- Assumes responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students.
- Prepares and maintains student clinic records and prepare required reports.
- Organizes and implements state-mandated programs such as immunization surveillance and screening programs; notify parents when a further medical evaluation is needed.

- Responds to frequently encountered health issues, providing counseling and crisis intervention when required, e.g., adolescent pregnancy, substance abuse, death of a family member, suicide; responds to child neglect or abuse issues (as required by Massachusetts statute).
- Provides first aid to injured children and staff; provides everyday care of acutely ill children; manages children with communicable diseases.
- Administer daily and PRN (as needed) medications and nursing care procedures prescribed by the student's physician.
- Identifies health-related needs for inclusion in individual education plans and 504 plans.
- Participates as a team member; shares information with other team members about children with special health care problems which affect learning and growth; acts as an advocate for the student and faculty when appropriate; attends Special Education Team Meetings.
- Using the nursing process, collaborates with the parent/guardian and student, where appropriate, to develop and implement an individualized health care plan for the student.
- Collects information about the health and development status of the student in a systematic and continuous manner including health and social history, screening results, physical assessment, emotional status, performance level and health goals; makes home visits as needed.
- Develops a nursing diagnosis and care plan with specific goals and interventions delineating school nursing actions specific to student needs and coordinated with the efforts of other providers and school personnel; implements plans in a manner aimed at improving health and educational status.
- Provides medically prescribed interventions including medication administration (based on state regulations) and nursing procedures and provides nursing care to the chronically ill children on a daily basis.
- Orient the staff and teach specific medical procedures for the evaluation and maintenance of the medically involved student in the classroom
- Carries out communicable disease prevention and infection control based on current guidelines for universal precautions, prevention of bloodborne pathogens exposure and hazardous waste disposal.
- Maintain clinic equipment and assess the need for consumable supplies.
- Manage the process for third party billing with Medicaid to obtain reimbursement for skilled nursing care.
- Uses population-based data collection to plan and evaluate the school health program.
- Collaborates with other professionals, team members, and community providers in assessing, planning, implementing and evaluating programs and other school health activities, so as to maximize and coordinate services and prevent duplication.

- Establishes a process to identify students at risk for physical and psychosocial problems; communicates health needs to other school personnel as appropriate and establishes a referral system using both internal and community resources.
- Assumes responsibilities for in-service programs for school personnel for first aid, emergency care procedures, and current health issues.
- Acts as a resource in health education to school personnel, students, and families.
- Demonstrates current knowledge in such areas as (a) professional issues in school nursing, (b) school and community health, (c) communicable disease control, (d) growth and development, (e) health assessment, (f) special health conditions, (g) injury prevention and emergency care, (h) health counseling, health education and promotion, (i) current adolescent issues
- Assumes responsibility for continuing own education, obtains expert consultation, supervision, and peer review as needed.
- Administers vaccines to employees when offered by Department of Public Health.
- Acts as preceptor to nursing students when requested.
- Performs such other duties consistent with professional competence as assigned.

**SUPERVISORY RESPONSIBILITIES:** Exercises no supervision.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The Superintendent may waive or modify the qualification requirements.*

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**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of the federal, state, local legislation, regulations, policies and procedures that mandate and guide nursing practice in schools.
- Ability to use professional literature, evidence-based research, and continuing education content to make practice decisions.
- Ability to maintain current reporting, documentation, scheduling, and billing in accordance with professional standards, state and local guidelines, and reimbursement requirements.
- Ability to accurately record services rendered and interpret and explain records, reports, activities, health care plans, accommodations and medical interventions.
- Understand confidentiality requirements regarding student records.
- Ability to deal tactfully with others and develop effective working relationships with students, staff, and the school community.

- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all district requirements, professional practice requirements, and Board of Education policies.
- Ability to identify health related barriers to learning.
- Ability to use clinical/medical equipment.
- Possess basic pharmacological knowledge.
- Ability to exercise good professional judgment in assessing emergency situations and act accordingly.
- Ability to plan, coordinate, and conduct continuing education for educational personnel, parents, and students.
- Ability/willingness to participate in ongoing professional and staff development.
- Ability to operate a computer and related software including but not limited to Microsoft Office Suite.
- Ability to use own vehicle in carrying out job related activities.

**EDUCATION/EXPERIENCE:**

Minimum of a baccalaureate degree in nursing from an accredited college or university. Minimum of two years of supervised successful experience in public health nursing, preferably in a school setting.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid Certification to practice as a registered nurse as required by state and valid certification as school nurse required by Department of Education.
- Maintain certification in cardio-pulmonary resuscitation (CPR) and First Aid.
- The employee must possess and maintain a valid driver's license and possess own car to travel to school buildings during the workday as well as to occasional meetings out-of-district.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to move about to provide services and may be required to occasionally traverse throughout the school building. The employee must also often remain in a stationary position for considerable periods of time. The employee is occasionally required to reach with hands and arms and sit, stoop, kneel, crouch, or crawl. The employee must frequently use hands to finger, handle, or feel; and use hand strength to grasp tools. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. School nurses must also occasionally lift or position students to provide services. The employee must be able to input information into a computer and as well as read material from a computer monitor as well as printed matter with or without visual aids. The employee must be able to communicate effectively with students, parents and other staff members in person and on the

telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and the requirements of the job change.*

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