

# TROY AREA SCHOOL DISTRICT

**TITLE:** School Certified Nurse

**DATE:** January 21, 2019

**REPORTS TO:** JSHS Principal

## **JOB SUMMARY:**

The School Nurse involves the science or art of the knowledge and competence required in addressing the health care needs of school-aged children in grades Kindergarten-12.

## **Grade Level Scope of Certificate:**

A person holding a valid PA certificate as a School Nurse is qualified to serve in elementary, middle or secondary levels as a school nurse/health services provider in grades Kindergarten through 12.

## **Certification Assignment:**

An educator holding a valid PA certificate as a School Nurse is qualified to provide information and services in school health related areas; assess, document and manage the health care needs of children in grades Kindergarten-12, including those with disabilities; and to recognize symptoms and consequences of safety and environmental factors. The certified School Nurse may serve at all school levels. School Nurses may supplement instruction on a non-assigned basis in health classes. An educator certified in this field may provide school staff development services regarding their collegial studies/skills. When a school district employs an individual in the job title "school nurse," this person must be a certified School Nurse whether employed as a professional or temporary professional.

## **Requirements:**

- Must have a Bachelor of Science degree in Nursing (BSN) from an accredited college.

And

- Present a Pennsylvania Registered Professional Nurse License or, if this license is currently being applied for, a letter from a college official or a state reciprocity officer which so indicates (or, in those cases where the license has not been presented, it must be presented at the time of appointment).

And

- One year of full-time, paid, post BSN, professional nursing experience. AND Possess or be immediately eligible for a Pennsylvania School Nurse (Educational Specialist I) certificate at the time of appointment. \*

And

- Posses or immediately eligible for a Pennsylvania School Nurse (Educational Specialist I) Certificate at the time of appointment.

\*Please note: Each candidate must be immediately eligible for a Pennsylvania School Nurse (Educational Specialist I) Certificate. Every candidate must be enrolled in a Pennsylvania School Nurse Certificate Program at the time of their appointment and during the tenure of his/her employment until completion of the certification program. The emergency certification under which these candidates will work must be renewed at the end of each year for the following year. In order to renew the emergency certificate, school nurses must complete at least 9 credits in the certification program during each school year.

## **Examples of Duties:**

- Under administrative supervision, the School Nurse is responsible for carrying out all applicable provisions of the Pennsylvania School Health Acts. Duties include advising school principals in the planning and organization of school health programs; arranging for special tests, examinations, and immunization programs; maintaining comprehensive health records for each student; assisting in the interpretation of health needs to students, parents, and teachers; assisting families in the use of community health resources; caring for emergency illnesses and injuries; maintaining school nursing services records; and performing related work as required.

**Job Type:**

- Full-Time

**Experience:**

- Registered Nurse: 1 year (Required)

**Education:**

- Bachelor's (Required)

**License:**

- Registered Nurse (RN) (Required)

**WORK ENVIRONMENT:** Typical office environment, educational settings  
Subject to inside environmental conditions

**TEMPERAMENT:** Must possess excellent interpersonal skills  
Must be able to work in an environment with frequent interruptions  
Able to make judgments and work under a high level of stress

**COGNITIVE ABILITY:** Ability to communicate effectively  
Ability to organize tasks  
Ability to handle multiple tasks  
Ability to exercise good judgment

**SPECIFIC SKILLS:** Must possess and maintain computer skills  
Ability to operate various office equipment  
Must appropriately handle confidential information

**PHYSICAL DEMANDS:** Ability to reach above and below the waist  
Ability to use fingers to pick, feel and grasp objects  
Some stooping, bending and twisting of the body  
Ability to lift and/or carry a child, supplies and/or papers weighing no more than 50 lbs.  
Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday  
Ability to provide safe physical management (restrain) of students when necessary  
Ability to ride a bus for up to three (3) hours at a time.  
Ability to ride a school van for up to three (3) hours at a time.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*