

Somerset County Public Schools

Job Description

Job Title: School Nurse Manager
Department: Health Services
Reports To: Student Services Supervisor
FLSA Status: Exempt
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Prepared Date: June 17, 2014
Reviewed By: Beth Whitelock
Approved By: **Superintendent**
Approved Date: **June 23, 2014**

I. Summary

Individual is directly responsible for the development and implementation of a coordinated and comprehensive health services program for all students as part of the Student Services Department of Somerset County Public Schools (SCPS). Particular emphasis should be on the compliance of each school with the MD State School Health Standards.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Student Services Supervisor.

- Serve as health services specialist for Somerset County Public Schools.
- Oversee SCPS health services staff and act as a resource to the staff when dealing with health-related issues.
- Keep current with medical information as it pertains to school health.
- Serve as a liaison between families and school to help resolve conflicts or concerns as related to school and student health, and in other capacities as needed.
- Utilize the Somerset County Health Department staff or the state School Health Consultants when assistance is needed.
- Schedule and coordinate services provided by other agencies and organizations including the Somerset County Health Department, Three Lower Counties Community Services, Inc. (TLCCS), local police agencies and the Somerset Highway Commission, local behavioral and mental health providers, University of Maryland Eastern Shore and Salisbury University.
- Supervise immunization and record review as well as student screenings, in accordance with the state and local standards.
- Provide professional development for school health staff and as requested for school staff, bus contractors, parents, etc.
- Assist with the interviewing, hiring, and training of new health services staff.
- Attend local, regional, and state meetings as related to school health, including the quarterly state school health supervisors' meetings.

- Hire and train substitute nurses as needed to maintain an adequate pool for nurse coverage.
- Monitor AESOP for adequate nurse coverage.
- Assist school health staff with determining the need for a nurse for field trips.
- Coordinate with the Student Services Supervisor in preparing and monitoring the health services portion of the county budget and seek grant funding.
- Order and distribute medical supplies for school health rooms. Maintain stock Epi Pens and AED equipment as required.
- Provide new nurse and student intern orientation to the Health Services Program. Coordinate with local universities to assign interns to work in the school health services program.
- Provide in-service training for bus drivers, bus assistants, and food services as related to student health and safety, when requested.
- Coordinate school staff trainings on Safe School site.
- Consult with County Health Officer or State School Health Consultant for questions regarding medications, health room policies, and/or procedures, etc.
- Review and update of county health policies and procedures as well as the School Health Manual.
- Meet annually with a representative from the local health department to review and update, if needed, the Maryland School Health Standards assessment tool.
- Assist nurses as needed, including covering a nurse's absence when a substitute is unavailable.
- Conduct health room visitations and complete health room assessments to assure compliance.
- Serve as a contact for Red Cross and the Somerset Emergency Management Director and coordinate nursing services in the event that an emergency shelter is set up in one or more Somerset County schools. Serve on the local emergency shelter committee.
- Maintain a cooperative relationship with principals, school staff, and health services staff.
- Provide oversight from the school system in the operations of the School Based Health Center. Meet regularly with TLCCS staff to coordinate, assess, and improve services.
- Serve as an active member of the School Health Council.
- Coordinate and assist with Early Childhood Screenings as part of the Judy Center Program.

III. Qualifications

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

Must hold a current Registered Nurse's license in MD with minimum of a Bachelor's Degree, preferably in Nursing, and experience in school health or experience working with children and young adults required.

B. Certificates, Licenses, Registrations

Valid driver's license and current Maryland Nursing License.

C. Language Skills

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional materials. Ability to write reports, detailed lesson plans, and procedure manuals as directed. Ability to effectively present information and respond to questions from groups of students, administrators, parents and the general public.

D. Mathematical Skills

Ability to apply basic arithmetic concepts.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

F. Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Project Management software; Spreadsheet software and Word Processing software. Pursues training and development opportunities to expand job knowledge.

G. Other Skills and Abilities

Must demonstrate knowledge of current medical and nursing standards of care. Must have excellent interpersonal skills, with ability to provide health counseling when necessary. Must be organized and possess good time management skills.

H. Other Qualifications

Must be able to travel to other schools and facilities within the County. Ensures work responsibilities are covered when absent. Arrives to and from meetings and appointments on time.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The 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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.