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**PINKERTON**  
**ACADEMY**

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## **JOB DESCRIPTION**

### **SCHOOL NURSE**

**Contract Period:** Academic-year position, 186 days, salaried, non-exempt

**Supervisor:** Director of Health Services

**Qualifications:** NH DOE Certification in School Nurse III (have Bachelor of Science in Nursing (BSN) and 3 years of current pediatric or other related nursing experience) or eligible; Current R.N. License-State of New Hampshire Board of Nurse Registration; CPR Certified; AHA Certified BLS Instructor or become certified within 6 months of hire. Experience working with medically fragile children.

#### **Profile of a Pinkerton School Nurse**

A Pinkerton school nurse's most important role is both in the health office and the school community. They strive to provide comprehensive school-based health services through evidence based practices to students. Our school nurses are able to identify and respond to concerns regarding students' physical, mental, and psychosocial health status, among a wide range of student needs, from basic health needs or attention to working with the medically fragile. The school nurse provides care and supportive health teaching to students through assessment and evaluation. The school nurse will also offer supportive measures to help maintain chronic conditions and prevention of further illness and injury.

By providing these health services, the school nurse coaches students to understand their health and well-being, as well as become independent and critical thinkers. School nurses are supported in their professional learning towards growth in all areas and are encouraged to use a variety of techniques in their clinical care, assessments, and instruction. Fostering a positive and supportive environment is essential to the academic and social-emotional development of our students. Pinkerton's Mission and Vision is utilized to guide a school nurses' practice.

As a member of a department and the school community, it is essential that a Pinkerton school nurse displays a collaborative attitude. The growth and progress of a department and the Pinkerton community depends on the involvement and engagement of the faculty members in supporting the department and school goals. School nurses' creation of a positive atmosphere in the school community reinforces health as a lifelong activity. The modeling of Pinkerton's goals of courtesy, respect, and responsibility can be demonstrated through a school nurses' relationships with students, staff, and parents.

Pinkerton Academy asks all faculty members to exhibit the highest degree of professionalism in all situations, whether they are actively instructing, performing professional duties, or representing the Academy in another capacity. It is imperative that a school nurse maintain their certification, meet their commitments as outlined by the Employee Handbook and individual contracts, and uphold all school policies. If a school nurse finds themselves in disagreement with any school policy, they can voice that disagreement within the processes outlined in the Employee Handbook. Pinkerton Academy faculty are dedicated to showing respect for others, their opinions, and their assignments. All faculty need to demonstrate integrity, sound judgment, and an ongoing commitment to their professional duties and growth, their students, and the Pinkerton community.

### Essential Skills and Abilities of a Pinkerton School Nurse

Health Office
<ul style="list-style-type: none"><li>● Assists Director of Health Services with carrying out medical duties in the daily operation of the health office.</li><li>● Responds to urgent medical needs both in the health office and out on campus, provides basic first aid.</li><li>● Supports students and teachers to understand their responsibilities in the event of an emergency.</li><li>● Assists with hearing and vision screening programs and specific requests as needed.</li><li>● Engages in collaboration as needed, serving as a member of a team that is providing health services to students.</li><li>● Acts as liaison among students, employees, families, physicians, and the community.</li><li>● Assists Director of Health Services with compliance with Child Protection laws, DCYF reporting rules, and Pinkerton Academy's reporting procedures.</li><li>● Monitors and documents progress of students and issues reports.</li><li>● Maintains accurate student records and data, including but not limited to health history, immunizations, allergies, and critical health alerts.</li><li>● Assists with maintenance and distribution of accessible records and updates health record and registration of new students.</li><li>● Assures compliance with immunization law and provides immunization records to all students</li><li>● Attends staffings of students with special needs (IEP, 504) and weekly special education team meetings.</li><li>● Maintains and increases competencies by remaining current with nursing literature and continuing education.</li><li>● Assists in the basic medical training of faculty and staff throughout campus.</li><li>● Utilizes appropriate and available resources (technology, professional growth opportunities, collaboration).</li><li>● Communicates proactively with students and all other stakeholders.</li><li>● Displays proficiency with the use of SNAP documentation system, Aspen and Google Suite</li><li>● Provides coverage in other health office locations, if needed.</li><li>● Be able to lift, move or transfer young adult sized students from wheelchair or other assisted devices and travel around a large campus.</li></ul>

## School and Community

- Displays respect for all members of the school community.
- Builds strong relationships with students and members of the school community.
- Participates fully in commitments beyond the role in the health office (i.e. campus supervision, chaperoning, co-curricular activities, extra-curricular activities).
- Promotes progress of the school community by engaging in committees that enact change.
- Engages in other school functions as a representative of the department and the school (i.e. course night, graduation, freshman field day, open house).
- Supports student involvement and engagement outside of the classroom.
- Continues professional learning as outlined in Pinkerton's professional learning master plan and engages in the planning and facilitation of such opportunities.

## Department

- Exhibits enthusiasm, cooperation, and professionalism with respect to department responsibilities.
- Engages and participates in health office meetings and required staff meetings.
- Collaborates and shares expertise or areas of professional growth with colleagues.
- Maintains communication with and addresses concerns of the department to the Director of Health Services.
- Participates in review of procedures and evaluations (personal and departmental).
- Communicates effectively and respectfully with department members.
- Demonstrates strong record keeping and organizational skills.
- Displays
  - professionalism,
  - appropriate conduct and behavior,
  - punctuality,
  - care of equipment and facilities
  - reliability.

This job description and the Employee Handbook is designed to cover a comprehensive list of activities and responsibilities that are required for this job. While every effort will be made to notify school nurses in advance of any changes to their job description and/or expectations, the Board and its assigned designees may at any time, with or without notice, make changes to duties and responsibilities.

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_