

**Voluntown Board of Education**  
**VACANCY POSTING**  
**Position: School Nurse**

**Job Description**

**Title:** School Nurse

**Immediate Supervisor:** School Administrator

**Qualifications:** Pursuant to regulations adopted in accordance with the provisions of Chapter 54 of the State Board of Education in consultation with the Department of Public Health. The School Nurse shall be a registered professional nurse as defined in the Connecticut General Statutes, designated as R.N., hold a bachelor's degree and be currently licensed in the State of Connecticut. The School Nurse will be required CEUs as per state guidelines for Cardiac Pulmonary Resuscitation (CPR) and AED Defibrillator training and Certification and submit documentation to school administrator.

**General Responsibilities:**

- A. Serve as a health consultant to pupils, parents, administration and teachers in matters pertaining to pupil health and school cleanliness.
- B. Provide leadership in the development and administration of the total school health program.
- C. Plan and participate in health appraisals and clinics. Plan and implement appropriate vision, hearing, and scoliosis screening programs and any other screenings or assessments as required by State law.
- D. Encourage families to provide continuous medical and dental care for their children.
- E. Establish follow-through procedures to interpret pupil health needs to parents and staff.
- F. Develop appropriate in-service programs in health education in collaboration with the faculty.
- G. Participate and/or provide first aid care and doctor-directed care to students and staff. The school nurse shall be responsible for student toilet issues.
- H. Assume responsibility for follow-through with parents on school health problems.
- I. Assume responsibility for interpreting student health needs to other school personnel.
- J. Requisition health room supplies.
- K. Prepare and submit all required records and reports. Such as the Asthma and other reports
- L. Implement measures to prevent and control communicable diseases.
- M. Participate in the development of an emergency care process.
- N. Assess and recommend school safety measures and provisions for a healthful school environment.
- O. Be a liaison between the school system and the school physician and school dentist.
- P. Maintain updated school medical procedures and updated emergency equipment
- Q. Administer the School's Dental Health Program (SWISH).
- R. Serve on the School Planning and Placement Team (PPT) as needed.
- S. Orient, direct, supervise, and evaluate health aides, if health aides are hired.
- T. Serve as a resource person to school personnel in all matters of health concerns.
- U. Assist School Physician when school physicals are given.
- V. Submit monthly reports to administrator concerning health cases.
- W. Assume responsibility for professional self-development activities relating to the position.
- X. Provide direct classroom instruction and appropriate resource materials for health education as needed.
- Y. Assume such other duties and responsibilities that may arise periodically through the nature of the position and not herein described and/or requested by administration/supervisor.

**Evaluation:** The Nurse's supervisor will be the annually assigned School Administrator. It is expected that the Nurse and School Administrator will work cooperatively to set annual goals compatible with the school system's goals. These will be approved by the School Administrator and annually evaluated in writing.

**Applicants must submit letter of interest to Adam S. Burrows, Superintendent of Schools, by Friday, May 3, 2019. Any questions with regard to this position should be directed to Mr. Burrows.**

Posted: 4/26/2019