



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(Date)

POSITION: HEALTH SERVICES – REGISTERED NURSE (RN)

LOCATION: TO BE DETERMINED

JOB SUMMARY: The Registered Nurse serves as the leader of the school health nursing team. The registered nurse utilizes the nursing process, which is the systematic application of knowledge and skills used in assessing situations, deciding the course of action, implementing the action, and evaluating the outcomes. The registered nurse functions independently in the school setting and makes the decisions about how care is provided and who provides the care to the students in the school. The registered nurse manages the process of assessment, evaluation, maintenance and improvement of the health of students and staff; strengthens and facilitates the educational process by improving and protecting the health status of students; participates in the identification of and assists in the removal or modification of health-related barriers to learning in individual students; promotes the prevention of illness and disability as well as early detection and correction of health problems. One of the primary roles of the school nurse is to support student learning by serving as an advocate and liaison between the home, the school, and the medical community regarding concerns that may affect a student's ability to learn.

REPORTS TO: Principal and School Health Supervisor.

KNOWLEDGE, ABILITIES, AND SKILLS: (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have/be:

1. Successful completion of an accredited nursing program for a Registered Nurse. Bachelor's Degree in nursing preferred.
2. Active license as a Registered Nurse in the State of Maryland.
3. A minimum of two years nursing experience.
4. Experience in pediatric nursing, public health nursing or school nursing preferred.
5. Current cardiopulmonary resuscitation certification for Health Care Providers from the American Heart Association.
6. Leadership skills to function as the team leader in the school setting.
7. Excellent written and verbal communication skills.
8. Aptitude to operate a variety of computer and audio-visual devices/equipment.
9. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
10. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS:

The school nurse's role can be defined, but is not limited, to the following functions:

1. Promotes and protects the optimal health status of children.
2. Conducts health assessments.
 - Obtains a health and developmental history.
 - Screens and evaluates findings or deficits of state mandated screenings, i.e. vision and hearing.
 - Observes the child for developmental patterns in making nursing assessment and nursing diagnosis.
 - Identifies deviant health findings.
3. Develops and implements a health plan.
 - Interprets the health status of students to parents and school personnel.
 - Initiates referrals to parents, school personnel and community health resources for intervention, remediation, and follow-through.
 - Provides ongoing health counseling with students, parents, and school personnel.
 - Recommends and helps to implement modification of school programs to meet students' health needs.
 - Utilizes existing health resources to provide appropriate care to students.
4. Maintains, evaluates, and interprets health data in order to meet individual needs of students.
5. Provides clinical nursing services as authorized by the Nurse Practice Act.
6. Plans and implements school health management protocols for the child with special health needs.
7. Develops guidelines and provides for crisis intervention, acute illness, injury, and emotional disturbances.
8. Participates as a member of the school's emergency preparedness/crisis intervention team.

9. Promotes prevention and control of communicable diseases through preventive immunization programs; assists in the early surveillance, detection, and reporting of contagious diseases.
10. Supervises LPNs, paraprofessionals and delegates certain nursing functions to appropriate staff.
11. Recommends provisions for a school environment conducive to learning.
12. Identifies and reports school environmental concerns and issues.
13. Works with administration, faculty, and staff on remediation of issues.
14. Provides health education.
15. Provides direct health education and health counseling to assist students and families in making health and lifestyle decisions.
16. Serves as a resource person to the classroom teacher and supervisor in health instruction.
17. Participates in health education, directly and indirectly, by teaching persons to become more assertive health consumers and to assume greater responsibility for their own health.
18. Counsels students concerning problems, at-risk behaviors, mental health issues, and substance abuse in order to facilitate responsible decision-making practices.
19. Acts as a resource person in promoting health careers.
20. Provides health counseling for staff.
21. Provides leadership and/or support to staff wellness programs.
22. Functions as an integral member of the school interdisciplinary team. If a child requires a related health service, only the registered nurse can determine whether nursing services can be delegated.
23. Coordinates medical input from the student's health care provider and involves the health care provider as appropriate.
24. Coordinates school and community health activities and serves as a liaison between the home, school, and community.
25. Serves as a link between school teams, student's health care providers, and school-based clinical staff.
26. Engages in research and evaluation of school health services to strengthen and improve school health programs and school nursing practices.
27. Assists in the formation of health policies, procedures, goals, and objectives for the Calvert County Public Schools.
28. Assumes accountability for professional ethics.
29. Participates in continuing education programs (i.e., workshops, seminars, conferences, classes or courses, and certification or degree programs.)
30. Participates in professional organizations.
31. Knows and understands the legal aspects of school nursing practice and the impact on practice.
32. Performs nursing duties in an ethical and professional manner in accordance with their Nurse Practice Act.
33. Accepts responsibility and accountability for professional nursing practice in the school setting.
34. Maintains competence in nursing.
35. Provides services with respect for human dignity.
36. Safeguards student's right to privacy by maintaining confidentiality of student records and communication regarding student.
37. Thinks, concentrates, and interacts positively with others.
38. Comes to work regularly and promptly.
39. Works under stress and meets all deadlines.

OTHER DUTIES: (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

Performs related work as required or assigned by the School Health Supervisor and/or building principal or designee.

LICENSES OR CERTIFICATES:

1. Active license as a Registered Nurse in the state of Maryland.
2. Current American Heart Association certification in cardiopulmonary resuscitation for Health Care Providers.
3. Valid Maryland Driver's License.

PHYSICAL DEMANDS:

Position requires significant periods of standing and walking, and is performed in a typical school environment.

Work requires light physical effort. Tasks may include assisting children and moving equipment. Position also requires periods of sedentary work using a computer, monitor, and mouse.

UNUSUAL DEMANDS:

Potential for exposure to blood, bodily fluids and other potentially infectious materials for which universal precautions must be implemented.

TERMS OF EMPLOYMENT:

Position and salary commensurate with licensure applied to the salary schedule for support employees.

FLSA STATUS: Non-exempt.

EFFECTIVE DATE OF POSITION:

APPLICATION PROCEDURE:

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity to meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
1305 Dares Beach Road
Prince Frederick, MD 20678

410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481