

Canandaigua School District – Current vacancy to start as soon as possible.  
Minimum starting salary \$32,891 per CTA contract and commensurate with experience.

### REGISTERED PROFESSIONAL NURSE (SCHOOL)

MINIMUM QUALIFICATIONS: Graduation from a school of nursing approved by the State Education Department, from a course of study which qualifies for Registered Professional Nurse AND possession of a current license to practice, or temporary permit, as a Registered Professional Nurse in New York State.

SPECIAL NOTE: Candidates who possess a temporary permit as a Registered Professional Nurse may be appointed on a temporary basis for up to 12 months. Candidates who do not attain license and registration cannot remain in this title beyond the 12 month period.

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for giving care to students and for performing related nursing services such as pupil health screening and notification of defects and communicable disease control requiring judgment and skills. This position differs from the certificated position of School Nurse-Teacher in that there is no responsibility for either classroom instruction or guidance involved. The work is performed under the general direction of a School Physician or School Nurse-Teacher. Supervision may be exercised over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the School Physician in physical, visual and auditory screening examinations of students and employees;  
Administers first aid and emergency treatment to students and employees;  
Prepares and maintains health records for school authorities;  
Assists at school immunization clinics;  
Coordinates services for handicapped children;  
Arranges to transport sick or injured students or employees to hospital, home, doctor's or dentist's office in case of emergency;  
Inspects the school plant, playground and cafeteria and reports on general safety and sanitary conditions;  
Orders, inventories and oversees the storage of first aid and related health supplies and equipment;  
Consults with attendance teachers, staff members and school nurse-teachers concerning a variety of health factors related to non-attendance and communicable disease;  
Coordinates health education activities for staff, children and parents;  
Prepares records and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application; working knowledge of materia-medica, dietetics, sanitation and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow technical, oral and written instructions; ability to keep records and make reports; ability to get along well with students, teachers, parents, and others; ability to carry out successfully the measures prescribed; ability to plan and supervise the work of sub-professional and non-technical personnel, good observation; mental alertness; firmness; initiative; cheerfulness; patience; emotional stability; sympathetic attitude toward the sick, good moral character; physical condition commensurate with the demands of the position.

APPROVED: August 14, 1981

REVISED: 11/2/2018

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

(Geneva City School District accepted Ontario County job description November 2, 2018.)

**TITLE: SCHOOL NURSE (RN)**

**Qualifications**

- 1) Education: New York State RN license minimum.
- 2) Length of Work Year: ten (10) months (conform to contract).

**Required Knowledge, Skills and Abilities**

Good knowledge of nursing theory, principles and procedures; good knowledge of the physical, mental, emotional and social health problems and issues of elementary and secondary school students; good knowledge of community health programs; good knowledge of records maintenance; good knowledge of health screening procedures; ability to supervise health aides; ability to provide first aid and emergency treatment; ability to handle confidential record and information; tact; good judgment; integrity; empathic and compassionate interactions with students, staff, and parents/guardians; physical condition commensurate with the demands of the position.

**Reports To**

Building Administrators and Director of Student Support and Administrative Services

**Job Goal**

Provide health-related services

**Responsibilities (include but are not limited to):**

- 1) Maintains and updates cumulative health records for all students in the building including immunization data;
- 2) Conducts scoliosis, hearing and vision screening and assists in physical examinations;
- 3) Formulates and disseminates, as indicated and appropriate, of student Emergency Health Care Plans
- 4) Takes charge of the District's Concussion Protocol and procedures, acting as key person and liaison between the medical community and school staff involved in both Return to Learn and Return to Play.
- 5) Provides relevant and targeted training, when warranted by specific student need, to any District staff member involved with that student, per parent request, and in consultation with building administration.

(Continued)

**TITLE: SCHOOL NURSE (RN) (Continued)**

- 6) Is aware of attendance data and participates in meetings involving students with recurring illness and other attendance problems;
- 7) Evaluates school-related injuries and completes District insurance forms;
- 8) Provides first aid and emergency treatment of injuries and illness of students, faculty, and visitors to the building
- 9) Advises parents of poor attendance, tardiness, and the need for additional medication attention, if indicated;
- 10) Dispenses medication as ordered by providers and requested by parent in accordance with New York State law;
- 11) Orders, inventories and oversees the storage of first aid and related health supplies and equipment;
- 12) Acts as a liaison between, providers, faculty, student and parents/guardians when there is a health problem;
- 13) Is attentive to suspected incidents of child abuse and neglect and works with building administration in the event that a related referral to Child Protective Services is indicated.
- 13) Coordinates the work of the building health aides.
- 14) Is a member of the Building Response Team and of other committees as assigned by building administration.
- 12) Completes all accident reports, as necessary.

**Other**

Performs related duties as required or assigned.

**Evaluation**

Performance of the job will be evaluated annually by the Building Principal in accordance with Board of Education policy.

**Terms of Employment**

In accordance with the terms and conditions set by the Board of Education.