



Mountaintop

CHRISTIAN ACADEMY

Certified School Nurse Job Description

Proverbs 22:6 “Start children off on the way they should go, and even when they are old they will not turn from it.”

All school personnel have the unique privilege of starting children off on the way that they should go. This role has an ongoing and everlasting impact on children’s lives. It is important that candidates acknowledge both the honor and responsibility that this role maintains. School personnel candidates should be excited and called to empower, explore, and grow with students!

GENERAL DESCRIPTION

Role: The School Nurse shall have the spiritual maturity, academic ability, and personal leadership qualities to provide direct care for and maintain school health records for the entirety of the student body at MCA. He/She shall be committed to his/her work as a God-given ministry, with the motivation to please God and bring honor to Him.

Overview: The School Nurse shall meet the state of Pennsylvania requirements and qualifications for a Certified School Nurse, and shall feel called by God to the school nursing profession.

Contracted by: School Director for one year.

Responsible to: School Director.

Evaluation: School Nurse performance will be evaluated by the School Director and will be in accordance with this job description.

REQUIRED PERSONAL QUALIFICATIONS

The school nurse shall:

- Have received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be in weekly attendance at a Bible-teaching church of his/her choice.
- Be in whole-hearted agreement with the school's Statement of Faith, Christian philosophy of education, and learning objectives.
- Be at all times, both in and out of school, a Christian role model in attitude, speech, and actions toward others.

- Be willing to share his/her relationship with Jesus Christ with children and adults.

REQUIRED EDUCATIONAL QUALIFICATIONS

The school nurse shall have and/or maintain:

- A current PA Registered Nurse license
- A Bachelor's Degree in Nursing (BSN)
- Certification as an Educational Specialist - PA School Nurse PK-12 Certificate
- Current CPR/AED certification
- Knowledge of current Child Abuse Law

REQUIRED PROFESSIONAL QUALIFICATIONS

The school nurse shall:

- Submit to regularly required background checks through DHS, PSP, and FBI. As well as, have no substantiated report of child abuse or neglect, conviction of a felony within the past five years, a sex offense, a crime of violence, or a crime against children.
- Be mentally and physically capable of providing direct health care for children from preschool aged through twelfth grade in the school setting; including, but not limited to, the abilities to sit, walk, stand for extended periods of time, carry, lift, reach, stoop, climb stairs, and tolerate heat and cold outside.
- Possess a strong work ethic, be punctual, be responsible, be proactive.
- Communicate professionally and effectively in verbal and written form.
- Treat confidential information with discretion and judgment.
- Use and be proficient with devices and software applications as necessary.
- Develop positive and effective working relationships with administrators, staff, and others.
- Attend staff meetings and devotions as scheduled.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
- Adhere to all MCA policies and procedures outlined in the Staff Handbook.

RESPONSIBILITIES

The school nurse shall:

- Develop and maintain a comprehensive school health services program for students, following the guidelines of the PA School Code, PA DOH Regulations, the Division of School Health guidelines, PA DOE Regulations, and MCA policies.
- Assist in evaluating the content material used for health teaching, and offer assistance in providing sources of information.
- Ensure that reports required by MCA; PA Dept. of Health, Div. Of School Health; and PA Dept. of Education are properly prepared and forwarded.

- Provide direct services to students, using the nursing process to provide care to the school community in accordance with current medical practice and nursing standards, relevant statutes, and regulations.
 - Perform and/or oversee mandated screenings and complete referrals and follow-up where applicable.
 - Manage and control acute and chronic disease. Carry out policies and procedures for the control of communicable diseases, in collaboration with the PA Department of Health.
 - Provide first aid for illness or injury to students and document nursing assessment, diagnosis, and treatment.
 - Establish health care plans for students with special health care needs and update them as needed.
 - Review and monitor student immunization status. Make appropriate referrals to up-date immunizations when indicated.
 - Maintain comprehensive health records on each child and record of school nursing services.
 - Administer medications and perform procedures according to physician orders and MCA policies and procedures. Ensure physician orders for individual student medications and/or treatments comply with requirements for administration.
 - Inform teachers of health conditions of students which may affect behavior, appearance, or scholastic performance.
- Facilitate an organized system of coordinated care for students.
 - Collaborate with agencies within and outside of the school community to ensure continuity of service and care of students, including working with private physicians and dentists to coordinate private medical and dental examinations with the school program.
 - Actively participate in the Student Assistance Program; Child Study Team; individual education program meetings for exceptional students with medical or developmental problems; Chapter 14 and 15 review and evaluation teams; and/or provide information to these teams as required.
- Promote a safe and healthy school environment.
 - Plan with school administration and maintenance and sanitation personnel for the environmental needs of the school, and advise school officials of environmental adjustments necessary to meet the needs of physically challenged individuals.
 - Plan for first aid services and instruct personnel responsible for giving first aid.
 - Serve as a resource person to facilitate learning of positive health and wellness behaviors for students and staff.
 - Arrange for and/or teach in-service programs for school personnel in first aid, emergency care procedures, and current health issues.
- Maintain a clean, attractive, and well-ordered work space.
- Inform the School Director in a timely manner if unable to fulfill any assigned duty.
- Attend in-service meetings before the school year begins and on professional development days.

Date Job Description reviewed: _____

School Nurse's Name (printed): _____

School Nurse's Signature: _____