



Job Description
Certified School Nurse
Executive Education Academy Charter School

IMMEDIATE SUPERVISOR: Chief School Director

GENERAL DESCRIPTION: Under limited supervision the CSN is responsible for implementing and maintaining the Executive Education Academy Charter School's health program as defined by the Public School Code of 1949 (section 14), PA Code 28 (Chapter 23- School Health regulations). This position will oversee and maintain state records and reporting and is responsible for coordinating and scheduling other department staff and all related School health functions. As required the CSN will act as liaison between the School and the Lehigh Valley Hospital mini-clinic.

ESSENTIAL FUNCTIONS:

- Oversees and ensures the timely delivery of all state-mandated health reports as required by PDE and the Department of Health, including compilation of student health data.
- Coordinates and schedules health department staff.
- Ensures that emergency information for students is maintained and that student visits are logged.
- Acts as a primary referral source when needed for all students visiting the health department.
- Uses assessment skills to identify students at risk for physical and psychosocial problems, and communicates these health needs to parents/guardians or other school personnel.
- Interprets the health needs of children to parents/guardians, and assists families to utilize community resources to meet their children's health needs.
- Performs/oversees all mandated screenings including referrals and follow-ups as applicable.
- Promotes an awareness of the influence of curriculum, policies, activities and stress levels on the mental health of students.
- Involves staff, students and parents in maintaining a healthful school environment.
- Promotes good safety practices in school and on school property. Provides a school health program which is educational in nature, and where every health situation is utilized as a learning experience for pupils, parents, and staff.
- Administers medication to students as authorized by parents or physicians according to the medication guidelines.
- Provides for safe storage of medications, and reliable administration and recording of all doses given.
- Provides health information and input as requested in the development of 504 and IEP plans.
- Develops IHPs (Individualized Health Plans) for students as necessary.
- Participates in Student Assistance Program (SAP) as applicable.

REQUIREMENTS AND PREREQUISITES:

- Licensed professional nurse in Pennsylvania, required
- Bachelor's degree in Nursing (BSN), required
- Educational Specialist certification by the Pennsylvania Department of Education, required (Level II preferred)
- Competent with current technology
- Current CPR and First Aid certification
- Current (dated within a year) federal and state background clearances
- Proof of U. S. citizenship or legal resident alien status

JOB STATUS:

Full- time – Twelve month position - 7:45am to 4:00pm

Exempt