

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: September 24, 2015

SUBJECT: Job Descriptions

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

Attached are the newly created job descriptions for a Student Health Services Coordinator and a Supplemental School Nurse for approval from the Joint Operating Committee. (see attached job descriptions)

RECOMMENDATION:

Motion to approve the attached job descriptions for the Student Health Services Coordinator and Supplemental Nurse.

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Student Health Services Coordinator

DEPARTMENT: High School

REPORTS TO: Director

CREATION DATE: 9/3/2015

REQUIREMENTS: Hold a valid PA certificate as a School Nurse

TALENTS: This position requires the employee to possess an internal self-imposed drive to achieve, problem solve, and the ability to have an awareness and attentiveness to individual differences.

PERFORMANCE RESPONSIBILITIES:

1. Monitor the school's nursing services, make recommendations for change and improvement, and seek innovative methods to reduce the number of health problems demonstrated by students and staff.
2. Identify nursing staff in-service needs and plans or delegates responsibility for structuring appropriate in-service programs to meet these needs.
3. Assist in the recruitment and interviewing of nursing, medical and health staff.
4. Participate in the orientation of new school nurse assistants.
5. Review reports of student accidents and incidents, including exposure to blood borne pathogens.
6. Serve as liaison between nurses, school administrators, school physicians, and health, welfare, and community agencies.
7. Confer with other school districts' certified school nurses on specific health problems, which may arise in the technical school's setting.
8. Provide leadership and consultation to the human resources coordinator and the safety committee with regard to staff health and wellness activities.
9. Recommend policies and procedures that promote a healthy and supportive school environment.
10. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
11. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
12. Adhere to Pennsylvania School Code, State Board of Education rules and regulations, Board of Education and Board of Health policies and regulations, school regulations and procedures, and contractual obligations.

This enumeration of duties and responsibilities is not all-inclusive and does not preclude the assignment of other duties by the Director, or Principal should the need arise.

BARGAINING UNIT CLASSIFICATION: Administration

TERMS OF EMPLOYMENT: Part-time

I have reviewed the above job description and analysis and understand the requirements of the position

(Initials)

Employee

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Supplemental School Nurse
DEPARTMENT: High School
REPORTS TO: Student Health Services Coordinator, Principal
CREATION DATE: 8/11/2015

REQUIREMENTS: Registered Nurse (RN) or Licensed Practical Nurse (LPN)

TALENTS: This position requires the employee to possess an internal self-imposed drive to achieve, problem solve, and the ability to have an awareness and attentiveness to individual differences.

PERFORMANCE RESPONSIBILITIES:

1. Cooperates with school personnel in identifying and meeting social, emotional, and physical needs of students.
2. Respond to students who present symptoms of health related problems.
3. Contacts other school districts as needed to inform them of students health related problems.
4. Contacts parents as needed to inform them of student's health related problems.
5. Initiates phone contact with parents and guardians of children who are absent from school for health related reasons.
6. Provide interventions, which may include but aren't limited to, stopping bleeding, splinting fractures or performing advanced life saving techniques such as rescue breathing, the Heimlich Maneuver, cardiopulmonary resuscitation, or CPR, as needed.
7. Actively participates in the campus Safety Committee as needed.
8. Counsels students in good health habits.
9. Assist in maintaining a healthy, safe learning environment.
10. Monitors and follows all aspects of dispensing medication (prescription or over-the-counter) to students at school according to school protocol and policies to include proper authorization.
11. Collaborates with school office staff, principal, and parents regarding students identified for exclusion due to medical reasons.
12. Provides staff development on health related issues for staff.

This enumeration of duties and responsibilities is not all-inclusive and does not preclude the assignment of other duties by the Director or Principal should the need arise.

BARGAINING UNIT CLASSIFICATION: Classified

TERMS OF EMPLOYMENT: Part-time

I have reviewed the above job description and analysis and understand the requirements of the position

(Initials)

Employee

Date