

## **HEAD REGISTERED PROFESSIONAL NURSE (SCHOOL)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position has responsibility for providing leadership and consultation to school administration, Registered Professional Nurse (School), and other staff in matters pertaining to school health. The incumbent has responsibility for enhancing the educational process by the modification or removal of health-related barriers to learning and by promotion of an optimal level of wellness. This position is located at the BOCES Education Center but incumbent will be required to travel to the East and West Learning Centers as needed to provide support to health offices. The work is performed under the general supervision of the Supervisor of Health Careers, with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over Registered Professional Nurses (School) and Licensed Practical Nurses (Schools). Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates training in First Aid/CPR/AED/First Responder Program for schools and staff;

Coordinates COVID-19 response protocol, tracks implementation, and reports information to administration;

Coordinates orientation and on-the-job training for new school nurses, NYSIIS, CIR;

Works with human resources to update new employees in appropriate databases to ensure accurate documentation;

Reviews and updates all standard forms for the school health program, including exam forms, and parent communication forms;

Serves as a health consultant to school administration regarding communicable diseases, emergency protocols, and risk assessment;

Communicates health program and practice issues to school nurses and school administrators;

Coordinates and facilitates in-service training for school nurses;

Trains, supervises, and evaluates others involved in health delivery services;

Travels between schools to provide direct care/consultation;

Recommends updates to policies and procedures as it pertains to current standards of the New York State Nurse Practice Act, state and federal guidelines;

## **HEAD REGISTERED PROFESSIONAL NURSE (SCHOOL-cont'd.**

Collects information, prepares and maintains required state and local reports, including New York State immunization reporting;

Facilitates immunization compliance by the exclusion deadline set by New York State every September, and supports nurses in compliance issues;

Provides training for school staff members who are assigned to perform medical procedures or who are monitoring a student with health needs such as food allergies, diabetes, and seizure disorders;

Inspects school health facilities to ensure compliance with legal and county requirements regarding the maintenance and functional service area including proper supplies, the storing of medications, and appropriate documentation system;

Coordinates the control of communicable diseases through preventative immunization programs, early detection, surveillance and reporting of contagious diseases;

Facilitates NARCAN program and training of nasal Narcan;

Facilitates monthly school nurse meetings;

Schedules and participates in mandated physicals as needed as well as working paper physicals;

Evaluates the school health program through collection and review of data;

Serves as a health resource for school nurses and school administrators.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of nursing principles and techniques and their relation to medical practices and skill in their application;

Good knowledge of child development as it relates to health issues, risk factors, current health practices, infection control and personal hygiene;

Skill in the application of nursing techniques and practices;

Ability to supervise the work of others;

Ability to understand and follow technical, oral and written instructions;

Ability to be flexible and adaptable to changing environments;

Ability to work with school age children in varying developmental stages;

**HEAD REGISTERED PROFESSIONAL NURSE (SCHOOL-cont'd).**

Ability to communicate effectively both orally and in writing;  
Ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;  
Ability to organize and maintain accurate records and prepare reports;  
Ability to establish and maintain effective working relationships with students, teachers, parents and others;  
Ability to carry out successfully the measures prescribed;  
Good observation;  
Mental alertness;  
Firmness;  
Initiative;  
Patience;  
Sympathetic attitude toward the sick;  
Good moral character.

**MINIMUM QUALIFICATIONS:**

Completion of a course of study approved by the New York State Education Department as qualifying for Registered Professional Nurse, licensure and current registration to practice as a Registered Professional Nurse in New York State, and three years of experience as a Registered Professional Nurse in a school which must have included one year of supervisory experience over nursing staff.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:** In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.