

PLEASE POST

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**SAUGUS PUBLIC SCHOOLS
SAUGUS, MASSACHUSETTS 01906**

Job Reference #2011-271

Date: October 20, 2011

ANNOUNCEMENT OF POSITION

Title of Position: **SUBSTITUTE SCHOOL NURSE(S)
PUBLIC HEALTH SCHOOL NURSE
(DESE CERTIFIED/CIVIL SERVICE POSITION)**

Effective Date
of Employment: As soon as possible

Salary: According to Teacher Contractual Salary Schedule

Organizational Relationship
or Line of Authority: Reports to the Executive Director of Pupil Personnel
Services and/or Program Coordinator.

Statement of Duties:

- Promote and maintain optimal physical and emotional health of students
- Provide first aid and emergency care in injury or illness to school population as documented in “Standing Orders for First Aid in School”
- Notify parents of illness and accidents, which occur during school hours and fill out appropriate accidents form
- Monitor safety in school buildings and playgrounds and school cafeteria for food service and handling
- Complete a medical needs list of students in the building and supply copies to appropriate personnel i.e. administration, physical education and appropriate teaching staff
- Administer immunizations required by the Massachusetts Department of Public Health for school attendance and help nurses in other schools as necessary

- Keep daily log of students seen in health room
- Maintain health records and document pertinent information
- Supervise and administer prescribed medication and treatment during school hours
- Inform teachers and staff regarding medical issues that may affect them
- Act as a health resource person, have knowledge of community resources, and appropriate referrals
- Maintain Health Room and assigned equipment and supplies
- Assist in investigation of communicable disease within the community and participate in any needed clinics
- Counsel students and supervise treatments of individuals with specific health needs i.e.; child neglect and abuse, drug use and abuse, nutrition and teen pregnancy
- Make home visits and follow up if necessary

Nurse may be assigned to duties (see following descriptions A & B) as directed by the Nurse Leader:

A) Classroom Nurse:

- Independently works as a Classroom Nurse
- Assess and supervise medical needs of special education students in classrooms within the school district
- Observe students and detect health needs
- Administer medications and treatments as prescribed by physician
- Treatments may include g-tube feedings, suctioning, positioning and other duties as collaborated with staff
- Update and create nursing care plan for each student in the class
- Document treatments on student's health record and communication book as needed
- Communicate with parents and staff in the event of injury or illness, assess student upon readmission to school after contagious illness
- Administer first aid as needed to the students in the two classrooms
- The nurse must be able to function independently, prioritize, and have good organizational skills and be able to multitask

- Maintain confidentiality of student's medical issues
- Nurse should have knowledge base of building nurse assignment in the event assistance is needed

B) 1:1 Nurse:

- Independently function as a 1:1 School Nurse
- Meet assigned student as home and ride the bus to school spend the day with the student
- Observe student and detect health needs
- Administer medications and treatments as prescribed by physician
- Treatments may include g-tube feedings, feeding suctioning, positioning, range of motion exercises as collaborated with staff
- Help with activities within the classroom
- Toileting and changing as needed when assisting a student
- Assist with parent conferences and be a liaison between parents, staff and physician
- Update and create nursing care plan for student
- Document treatments on student's health record and communication book as needed
- Communicate with parents and staff in the event of injury or illness, assess student upon readmission to school after contagious illness
- Submit medical forms for core evaluation and work with core team to set and maintain individual care plans and recommendations for individual students
- Maintain confidentiality of student's medical issues
- Nurse should have knowledge base of building nurse assignment in the event assistant is needed

Qualifications:

- Applicant **must** possess a current, valid **Registered Nurse License** issued by the Massachusetts Board of Registration in Nursing
- **School Nurse Certificate** issued by the Department of Elementary and Secondary Education
- **ConTest certification** through the Massachusetts Human Resources Division

is/will be required (status of ConTest program to be determined).

- Licensed by the Massachusetts Department of Elementary and Secondary Education as a School Nurse.

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Closing Date for Receipt
of Application:

November 10, 2011

Address all Applications and
Letter of Intent to:

Judith Eldridge
Human Resource Manager
Saugus Public Schools
23 Main Street
Saugus MA 01906

An Equal Opportunity Employer

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