

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2025

SECTION I: GENERAL INFORMATION

Position Title: Licensed Public School Nurse	Department: Special Services
Immediate Supervisor's Position Title: Director of Special Services	FLSA Status: Exempt
Band/Grade/Subgrade: D-7-1	Bargaining Unit: NEA
Job Summary: Under the direction of the Director of Special Services, the Licensed Public School Nurse provides guidance and direction for the District health program, assesses and evaluates the health status of students, provides counseling to students and their families regarding health issues, and provides specific recommendations for students with special health needs.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Develops, oversees and evaluates the District health program.
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Assists the Director of Special Services in developing, implementing and evaluating an efficient system to identify and provide for the health needs of all students, including a District wide system of first aid and emergency care.
- Works with District administration to implement and maintain a system to document student health needs.
- Develops and implements a school health management protocol for students with special health care needs, including the administration of medications and other medically directed treatments.
- Promotes and assists in communicable disease control through immunization programs, early detection, monitoring and reporting.
- Provides clinical direction to Building Nurses. Works with newly hired Building Nurses to acquaint them with District policies and procedures.
- Completes District health reports for submission to local, county and state officials as required.
- Orders and keeps an inventory of necessary health supplies and equipment.
- Implements changes in health laws, rules, prescribed procedures and processes.

Duty/Responsibility No:	2	Statement of duty/responsibility:
Percent of Time:	20%	Assesses and evaluates the health status of students.
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Develops, implements, oversees and evaluates a screening and evaluation system for assessing the health needs of students. • Communicates clearly and effectively to parents and school staff the results of health evaluations, including the need for referral of students with specific health concerns, as appropriate. • Keeps current with new guidelines, plans and implements changes as required. 		

Duty/Responsibility No:	3	Statement of duty/responsibility:
Percent of Time:	20%	Provides specific recommendations for students with specific health care needs.
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Recommends and assists in developing and implementing school programs to meet the needs of students with specific health needs; to include, but not limited to: 504 Plans, Individual Health Plans, Emergency Care Plans, and Individual Education Program (IEP) plans. • Keeps teachers and other appropriate school staff informed and current regarding students' special health concerns. Explains Individual Health Plans and emergency care protocols to help insure a clear understanding of the medical needs of students and under what circumstances emergency actions are to be taken. • Works with third party MA billing specialist. Implements all steps in the process and provides training and assessment of Educational Assistants that implement MA billable services. • Counsels students regarding health-related issues, including, but not limited to: pregnancy prevention, sexually transmitted diseases (STDs), substance use/abuse and mental health concerns. • Provides crisis intervention for acute illness, injury and emotional crisis. • Consults and collaborates with medical, public health and other community providers, as appropriate. 		

Duty/Responsibility No:	4	Statement of duty/responsibility:
Percent of Time:	10%	Plans, develops and coordinates the District wellness program.
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Promotes the health and well-being of students, families and school personnel through teaching, wellness-oriented activities, and individual/group counseling, as appropriate. 		

Duty/Responsibility No:	5	Statement of duty/responsibility:
Percent of Time:	20%	Serves as building nurse for one district building.
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Provides immediate emergency care for major injuries. • Administers flue vaccinations to staff as requested. • Acts as health care resource for students and staff. • Administers and records daily prescription medication to students. Updates student health records. • Provides and administers over the counter medications to students and staff as necessary, and assesses for acute illness. • Provides support and care for students with chronic or acute health problems. • Provides assistance with prevention and control of communicable diseases. 		

Duty/Responsibility No:	6	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as apparent or assigned.
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Attends training sessions, conferences, seminars, department and district meetings.
- Serve on District committees, task forces, work groups, etc., as requested.
- Keeps abreast of changing developments, trends, health laws, rules and proscribed procedures and processes to help insure District compliance.
- Provides training for CPR, First Aid, EPI Pen, Narcan plan, etc.
- Monitors and coordinates the maintenance and use of audiometers, AED's, etc.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma	Bachelor's	
	High school diploma or GED.	Major field of study or degree emphasis: Nursing	
	1 year college		2 years college
	3 years college	x	4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Working knowledge of the principals, practices and ethical standards of School Nursing; relevant state and federal laws, rules and regulations; and applicable district policies and procedures. • Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student health concerns and problems. • Ability to successfully consult with school personnel in developing and implementing an effective school health program. • The skill and ability to communicate - both orally and in writing. 	
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: 3 years as a Related Services Provider and/or Nursing experience. 3-5 years of leadership or management experience in a public health nursing position.			
Required Supervisory Experience:			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Licensed as a Pubic School Nurse by the Professional Educators Licensing & Standards Board.	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Building nurses, including St. Dominic	Total: 6

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	X
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History:
Updated 4/2022