

SCHOOL NURSE

TOMPKINS COUNTY

**Department** Various School Districts  
**Classification** Non-competitive in school districts only  
**Labor Grade** \_\_\_\_\_  
**Approved** 12/1/73; 6/13/83  
**Revised** 10/04  
**By** HH; Commissioner of Personnel

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional nursing position with responsibility for giving care to students and for performing related nursing services, such as pupil health screening and notification of defects and communicable disease control, requiring judgment and skills. This position differs from the certified position of School Nurse-Teacher in that there is no responsibility for either classroom instruction or guidance involved. The work is performed under the general direction of a school physician, school nurse-teacher, or an administrator. Supervision may be exercised over the work of clerical assistants and other subordinate staff. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Assists the School Physician in physical, visual and auditory screening examinations of students and employees;  
Administers first aid and emergency treatment to students and employees;  
Prepares and maintains health records for school authorities;  
Assists at school immunization clinics;  
Arranges to transport sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency;  
Inspects the school plant, playground and cafeteria and reports on general safety and sanitary conditions;  
Orders, inventories and oversees the storage of first aid and related health supplies and equipment;  
Consults with attendance teachers, staff members and school nurse-teachers concerning a variety of health factors related to non-attendance and communicable disease;  
Prepares records and reports as required.

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

Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application;  
Working knowledge of materia-medica, dietetics, sanitation and personal hygiene;  
Skill in the application of nursing techniques and practices;  
Ability to understand and follow technical, oral and written instructions;  
Ability to keep records and make reports;  
Ability to get along well with students, teachers, parents and others;  
Ability to carry out successfully the measures prescribed;  
Ability to plan and supervise the work of sub-professional and non-technical personnel;  
Good observation skills;  
Mental alertness;  
Firmness;  
Initiative;  
Cheerfulness;  
Patience;  
Emotional stability;  
Sympathetic attitude toward the sick;  
Good moral character;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

(a) Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

**SPECIAL REQUIREMENT:**

(a) Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse.  
Possession of the license at the time of appointment.