

## **EPHRATA AREA SCHOOL DISTRICT**

**Ephrata, PA**



**Position Title:** Health Room Nurse  
**Department:** Health Services  
**Reports to:** Building Principal, Building Certified School Nurse, Health Services Department Chair  
**FSLA:** Non-Exempt  
**Date:** May 2010  
**Revision Date:** January 2018  
**Revision Date:** **January 2023**

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### **POSITION PURPOSE**

To assist the school nurse to improve and protect the health status of students so they can benefit from the school experience.

### **ESSENTIAL FUNCTIONS – Included but not limited to:**

- First Aid – responsible to administer and record first aid to students and staff who become ill or injured while in school in compliance with all department, school, district, and state regulations as instructed by the certified school nurse.
- Screening – assist the certified school nurse to do height, weight, vision, dental and physical screening as needed.
- Clerical duties – assist in planning, data processing and distributing schedules, assisting with correspondence, entering the student medical information and immunizations into PowerSchool, and adjusting attendance when a student is sent home from school by the health room staff in PowerSchool as directed by the certified school nurse.
- Computer Skills – is proficient in the use of computer and seeks to improve upon the skills required to do the work in an accurate and efficient manner.
- Recording – assist in the collection, maintenance and recording of findings obtained through the screening process all health programs such as rapid hearing screening, scoliosis screening, vision screening, dental examinations, physical examinations, and any other recording as directed by the certified school nurse.

- Record maintenance – assist in the collection of data for and in the maintenance and updating of student health records, emergency information and immunization information as directed by the certified school nurse.
- Inventory – assist in taking inventory and organization of health room forms and supplies which are used in the school health program.
- Communicate and assist effectively and with respect to all students, parents, and staff in all situations while on duty.
- Confidentiality – Maintains an elevated level of confidentiality and professionalism as is expected and required of the professional registered nurse or licensed practical nurse.
- Other tasks – assume responsibility for all other tasks assigned by the certified school nurse, principal or by the Director of Health Services.

### **KNOWLEDGE & SKILL REQUIREMENT**

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| Education:           | RN or LPN diploma from an accredited school; Registered Nurse or Licensed Practical Nurse license in the State of Pennsylvania.  |
| Certification:       | Current certification in CPR/AED   |
| Experience:          | Preference will be given to those with recent community health experience. Ability to assess student health needs. Ability to develop rapport and communicate effectively with the school nurse, students, staff, and parents. Valid driver's license and reliable transportation for on-the-job travel; ability to effectively work and communicate with students, parent, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job; Maintain integrity of confidential information relating to students, staff, or district patrons; the ability to work harmoniously with others. |
| Language Skills:     | Strong knowledge of oral and written English language.   |
| Mathematical Skills: | Ability to perform basic math calculations   |
| Reasoning Skills:    | Ability to work independently.   |

Other Skills & Abilities: Capable of operating office machines and experience involving data processing equipment; Expertise in Microsoft Word, Excel, and Outlook; excellent communication and organizational skills.

### **WORKPLACE EXPECTATIONS:**

- Must demonstrate regular and punctual attendance.
- Must interact positively with administration, students, staff, parents, and community members.
- Must demonstrate professionalism and appropriate judgment in behavior & speech and dress in a neat, clean, and professional manner.
- Must follow all District policies, work procedures and reasonable requests by proper authority.
- Must maintain the integrity of confidential information within the Business Office.
- Follow established protocols as outlined in Student/Faculty/Support Staff handbooks

### **ESSENTIAL PHYSICAL REQUIREMENT**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk, or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to twenty pounds. The employee may frequently drive to various locations within the district. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. Employee must be able to distinguish the difference between bells, buzzers, beeps, etc.

### **TERMS OF EMPLOYMENT**

Ten-month schedule. Salary and hours are in accordance with current schedule.

### **CUSTOMER SERVICE STANDARDS**

Our interaction with customers, both internal and external, tells them about our priorities and how we value them as partners. To ensure that our interactions serve to

strengthen relationships and promote the public image of the Ephrata Area School District, all employees should:

- Be extremely polite and listen to other perspectives
- Keep your promises and commitments to others
- Always give a little more than is expected

### **EMPLOYEE STATEMENT**

"I have reviewed the above position and understand its contents."

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodations(s) to fulfill any or all these functions, I agree to provide information to the district regarding the requested accommodation(s)."

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
EASD Representative

\_\_\_\_\_  
Date