



MASCONOMET REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

POSITION: Assistant Nurse

QUALIFICATIONS: Minimum requirements (basic nursing license RN or LPN), good interpersonal skills required for student interactions, comfortable with administrative tasks and multi-tasking, basic computer skills

Reporting relationship: The Assistant Nurse reports to the School Nurse(s) and the Director of School Counseling and Health Services.

SCOPE OF POSITION:

Duties may include any of the following but are not limited to them:

- Filing and maintaining medical records (hard copies).
- Maintain computerized medical records in health program.
- Provide nursing care (including administering medication) to students as needed.
- Provide coverage for office when nurse is not available.
- Type general correspondence as requested and filing of that correspondence.
- Maintain a professional demeanor and subscribe to office ethics of privacy and confidentiality of all health information pertaining to staff and students.
- Assist in maintaining nurse's web page.
- Enter all sports physicals prior to each season, communicate as necessary with athletic dept.
- Enter physicals in both health and student information programs.
- Assist with coordinating and performing all health-related screenings; document screening results and follow-up with referrals.
- Enter and maintain immunization records on all students.
- Mail out and follow-up with return of Individual Health Care Plans for students with chronic illnesses.
- Mail-out and follow-up with return of interval history forms on all 7th & 11th grade students.
- Monitor and ensure all students have signed and returned emergency cards. Follow-up with letters home as necessary.
- Assist in ordering and maintaining supplies.
- Special projects as assigned by Supervisor

Work Year: School Year