



Arc Greater Hudson Valley

POSITION DESCRIPTION

Program/Department: Education

Date Approved:

Position: Supervising RN

Approval Signature:

Reports to: AED of Education

Designation: Exempt

Purpose of Position: Provide oversight and supervisor to RN's working in the Education department. Supports student success by providing healthcare through assessment, intervention and follow up for all children in the school setting.

Expectations: Maintain a positive work atmosphere by behaving and communicating in a manner that gets along with students, student home school district staff, parents or guardians, co-workers and administration.

Responsibilities:

- Supervision of school nurses in other locations
- Provide basic healthcare to students in case of injury or acute illness
- Ensure all student medical information is up-to-date and received prior to student entering school. This includes physicals and immunizations
- Develop health plans for students with chronic illnesses and disabilities
- Educate students and staff on healthy habits, such as proper nutrition and hygiene
- Maintain a tracking system of students' vaccination records and submit annual survey to NYS
- Update students' medical history as needed
- Ensure school environment is safe for children and school staff (e.g. prevention of communicable diseases)
- Ensure compliance with national and local health laws
- Participate in team meetings as needed
- Ability to communicate with students, parents or guardians and all Education staff
- Acts as a liaison between health department, parents and school administrator

Maintain valid licenses [including driving license, as applicable], certifications or any other credentials that are required or necessary to carry out the responsibilities upon and throughout employment. **This statement follows responsibilities**

Designation Driver Non Driver **must be filled in**

Qualifications: Valid NYS Registered Nurse license, minimum of one (1) year experience working as a RN, ability to work independently, school nursing experience preferred, strong assessment, organizational, communication and computer skills required.

The above is a general statement of the expectations and responsibilities of the position. Other expectations and responsibilities may be assigned as required by the program, department or agency.

I have reviewed and understand the expectations and responsibilities as outlined above

Signature_____ Print name_____ Date_____

New 10/28/2022