

**Job Title:** School Nurse & CNA Program Clinical Supervisor  
**Terms:** School Year Employee  
**Salary:** Commensurable with Experience and Education  
**Reports to:** Superintendent/Director  
**Evaluation:** Evaluated annually by the Superintendent/Director of Region 10 Technical High School

#### **QUALIFICATIONS**

1. Bachelor of Science in Nursing
2. Maine Registered Nurse License
3. Maine school Nurse Certification or ability to obtain
4. DHHS Train the Trainer Certification, or the ability to obtain
5. Minimum of three years' experience as a nurse, including one year in long-term care
6. Criminal History Records Check (CHRC)

#### **JOB GOALS:**

To promote and maintain the physical, emotional, and social well-being of students by providing professional nursing services that support student health, safety, attendance, and academic success within the school environment. Serves as the assistant clinical instructor and supervisor for students participating in clinical placements by reinforcing professional standards, ensuring compliance with health and safety regulations, monitoring student performance, and supporting the development of clinical skills, professionalism, and ethical practice.

#### **PERFORMANCE AREAS:**

- Provide direct nursing care to students, including assessment, treatment, and management of acute and chronic health conditions.
- Administer medications and treatments in accordance with physician orders, school policy, and state regulations.
- Collaborate with administrators, teachers, sending school nurses, and families to support student health needs and wellness initiatives.
- Maintain accurate, confidential health records and prepare required reports.
- Participate in crisis response, emergency preparedness, and school safety planning.

#### **LEGAL and ETHICAL DUTIES:**

- Practice nursing in compliance with state nurse practice acts, school health regulations, and district policies.
- Maintain student confidentiality in accordance with FERPA, HIPAA (as applicable), and ethical nursing standards.
- Serve as a mandated reporter, following required procedures for suspected abuse or neglect.
- Uphold professional nursing ethics, cultural competence, and nondiscriminatory practices.
- Ensure safe medication administration and proper delegation in accordance with legal guidelines.

#### **ESSENTIAL JOB FUNCTIONS:**

- Assess and respond to student illnesses, injuries, and medical emergencies.
- Administer medications, treatments, and first aid as prescribed or authorized.

- Monitor and support students with chronic conditions such as asthma, diabetes, allergies, and seizure disorders.
- Educate students and staff on health-related topics, safety practices, and disease prevention.
- Communicate effectively with parents/guardians, healthcare providers, and school personnel.
- Maintain a clean, safe, and organized health office.
- Perform physical tasks including standing, walking, lifting, and responding quickly to emergencies.
- Use technology and health information systems for documentation and reporting.

**NOTE**

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified, and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Region 10 Technical High School does not discriminate on the basis of race, age, color, ancestry or national origin, religion, sex, sexual orientation, genetic information, or physical or mental disability in admission to, access to, treatment in, or employment in its programs and activities.