



Evidence-based tools and guidance
for delivering effective programs

PLANNING & MANAGEMENT
ACADEMICS & ENRICHMENT
STAFFING & PROFESSIONAL DEVELOPMENT
SITE CLIMATE
STUDENT RECRUITMENT & ATTENDANCE

summerlearningtoolkit.org



SAMPLE: PITTSBURGH NURSE JOB DESCRIPTION

*For more information on the importance of job descriptions and tips for using them effectively,
review Summer Staff Job Description Guidance.*

Provided by Boston After School and Beyond and Pittsburgh Public Schools, the collection of position descriptions includes sample job postings, scopes of work, and formal job descriptions for a variety of central office and site-based managers, teachers and activity instructors, and other specialists. The format and content of position descriptions vary and include a range of information such as position duties and responsibilities, schedule, compensation, and required qualifications.

Visibility Constraints

***Job Status** Open

***Job Posting Type** Summer

Posting Date 04/07/2021

**Automatically Change
Job Posting Type on:**
[\(Help\)](#)

**Change Job Posting
Type to:** [\(Help\)](#)

Closing Date 04/27/2021

***Archived ?** No

**Make this a private
posting** [\(Help\)](#)

Details

***School/Department** Office of Out-of-School Time

***Job Title** 2021 Summer B.O.O.S.T: K-7 Nurse

**Users who should
always see this posting:**
[\(Help\)](#)

***Reason for Job** New Position

Reason for Replacement

**If Replacement or
Promotion, please list
individual replacing:**

Salary: Nurses will receive workshop rate (\$23.34) for pre-program training and setup. During program, Nurses will receive their daily per diem rate for 25 days

Up to 24 hours of pre-program work and PD
Mandatory pre-program meetings and site setup June 17, 18, 21

25 full days of work during programming
8:30 AM-4:30 PM with a 30 minute lunch break daily
Monday-Thursday, June 22nd – August 4th (no program July 5th)

Locations: Carmalt, Classical, Faison, King, Langley, Minadeo, Sci-Tech, South Hills

***Job Type** Certified - Position - Valid PA Certificate

Subject Area

Position Summary The PPS Summer B.O.O.S.T. program is a no-cost, summer learning program designed to support students with building positive relationships and creating opportunities for exploration that put youth on track for their future academic success in a thriving and fun environment. You can learn more about the Summer B.O.O.S.T. Program and read more about our plans at <https://www.pghschools.org/summerboost>.

Nurses will support the health needs of students at the Summer B.O.O.S.T program. Prior to program, nurses will gather and review information about the health needs of the students at their site and prepare to provide medical services. Nurses will provide training to site staff on proper procedures for supporting students with food allergies, asthma, diabetes, seizure disorders, and other applicable health concerns. Each day, nurses will administer medications and respond to medical needs, providing episodic

care as necessary. Nurses will also be responsible for overseeing the site COVID isolation room.

We are looking for enthusiastic, dedicated nurses who will help to keep our students safe and healthy.

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- Qualifications** Selection Criteria:
Preferred Skills and Mindsets
- Demonstrates an enthusiasm for the Summer learning
 - Gets results through active leadership
 - Builds positive relationships with colleagues to achieve goals
 - Brings a positive attitude, high level of personal responsibility, and creativity
- Experience Requirements
- Worked in a comprehensive school setting
 - Experience working with students and promoting healthy behaviors and habits

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- Essential Job Functions** Essential Job Responsibilities:
Responsibilities include, but are not limited to, the following:
- Provide medical care at a site
- Keep daily logs of all services provided
 - Administer medication to students per m.d. orders
 - Respond to illness, accidents, injuries, related needs of students
 - Report information to parents on care provided
- Participate in program activities to contribute to overall building culture and experience for staff and students
- Collaborate with program staff at the site
 - Participate in all meetings and other building culture elements, as available

of Jobs Up to 8

Reports To

-
- Additional Job Information** Staff Absence Policy:
- Staff Absence Policy:
All staff are expected to be present for the days of PD, training, and work-time leading up to program, for the post-program wrap up day(s), and for all 25 days of program.
- Nurses are permitted up to 2 absences and pay will be docked for the days missed. If a staff member misses more than 2 days s/he may be asked to leave and will receive payment for the time worked.

Content Area

Internal Notes:
