***EPPING SCHOOL DISTRICT SCHOOL NURSE***

EXPECTATIONS RUBRIC Name:

Epping School District teachers are expected to meet standards as defined by proficient.

The “exceeds standard” level is reserved for truly exceptional performance. Teachers actively serve on committees, volunteer with students, share expertise with colleagues, serve as mentors to new teachers, and demonstrate teacher leadership. Teachers’ students meet or exceed their annual learning growth.

The “needs improvement” level is indicative of performance that needs to change.

The “does not meet standard” denotes unacceptable performance that will result in job action.

School Nurse is responsible for the implementation of the district “Comprehensive Health Services Plan”.

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| ***Planning and Preparation*** | **Exceeds Standard** | **Meets**  **Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet**  **Standard** | **Reference** |
| **Knowledge and Skill** |  |  | Demonstrates thorough knowledge of medical knowledge and nursing techniques, and understands child developmental characteristics as well as exceptions to the general patterns |  |  | Job description |
| **Resources** |  |  | Demonstrates knowledge of resources available in the school, other schools, and community to advance program goals |  |  | Job description, District plan |
| **Policy and Laws** |  |  | Demonstrates thorough knowledge of federal, state, community, and school district health rules, regulations, policy, and laws |  |  | Job description, District plan, Policy Section E, G, and J |
| **Program Goals** |  |  | Establishes nursing program goals that are clear and appropriate to meet the mission and vision of the Comprehensive Health Services Plan |  |  | Job description, District plan |
| **Program Plan** |  |  | Provides a well-designed program plan aligning with the district plan, integrating with overall school program, and providing health services to both individuals and groups of students |  |  | Job description, District plan |
| **Program Evaluation** |  |  | Uses clear goals and evidence to evaluate the degree to which goals have been met |  |  | Job description, District plan |
| ***Educational***  ***Environment*** | **Exceeds Standard** | **Meets**  **Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet**  **Standard** | **Reference** |
| **Environment** |  |  | Creates a welcoming, service-oriented environment and makes use of physical space to deliver quality services |  |  | Job description, District plan, Policy Section G and J |
| **Culture** |  |  | Establishes a culture conveying the importance of health and wellness and promotes health and wellness using print and electronic media |  |  | Job description, District plan |
| **Procedures** |  |  | Establishes routines and procedures for effective and efficient operation |  |  | Job description, District plan |
| **Equipment**  **Materials**  **Supplies** |  |  | Maintains, orders, and inventories health equipment, materials, and supplies in order to implement the district plan |  |  | Job description, District plan |
| **Student Behavior** |  |  | Communicates expectations and monitors student behavior for compliance to school and district standards and disciplines students appropriately and respectfully |  |  | Job description, District plan |
| **Support Staff** |  |  | Trains, supervises, and evaluates support staff so that everyone is clear as to their role |  |  | Job description, District plan |
| ***Delivery of Services*** | **Exceeds Standard** | **Meets**  **Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet**  **Standard** | **Reference** |
| **Assessing Student Needs** |  |  | Assesses student needs and administers screenings in order to determine and know the range of student needs in the school |  |  | Job description, District plan |
| **Student Safety** |  |  | Assesses situations involving students’ safety, abuse, and other health issues to identify problems, refer for treatment, and comply with legal requirements |  |  | Job description, District plan, Policy Section J |
| **Medication** |  |  | Stores medication securely and dispenses medication properly in accordance with state laws and district policy |  |  | Job description, District plan, Policy JLCD |
| **Individual Student Health Care Plans** |  |  | Develops and implements individual student health care plans; provides information, direction, and assistance to school staff; and/or revises and implements plans per parent and/or physician directives |  |  | Job description, District plan, Policy Section J |
| **Health Care**  **Treatment** |  |  | Administers health care and specialized medical treatments and monitors students for their immediate and follow-up care in accordance with state laws and district policy |  |  | Job description, District plan, Policy Section J |
| **Counseling** |  |  | Counsels students and families on health conditions and lifestyle issues such as mental health, pregnancy, sexual diseases, and substance abuse |  |  | Job description, District plan |
| **Education** |  |  | Provides health education directly and indirectly by teaching students and staff to be more assertive health consumers and take greater responsibility for their own health |  |  | Job description, District plan |
| **First Aid and Emergency Care** |  |  | Administers first aid and emergency care to staff and students in accordance with state laws and district policy |  |  | Job description, District plan, Policy Section E and G |
| **Emergency Readiness** |  |  | Plans for a variety of emergency situations and collaborates with school and district staff and other agencies on site assessments to identify issues and make recommendations to improve emergency readiness |  |  | Job description, District plan, Policy Section E, G, and J |
| **Record Keeping** |  |  | Maintains organized, clear, accurate, and useful records utilizing technology relevant to services and in a manner compliant with professional standards |  |  | Job description, District plan |
| **Flexibility and Responsiveness** |  |  | Revises the nursing program when needed to meet student, teacher, and school needs |  |  | Job description, District plan |
| ***Professional Responsibilities*** | **Exceeds Standard** | **Meets**  **Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet**  **Standard** | **Reference** |
| **Attendance** |  |  | Practices good attendance and punctuality habits |  |  | Policy GA & GBE |
| **Reliability** |  |  | Submits requisitions, budgets, reports and other requests; cares for and protects school property; insures the safety and welfare of the students at all times |  |  | Policy GBE |
| **Professionalism** |  |  | Behaves in an appropriate manner considerate of one’s self and community, is accountable for one’s actions and choices, is truthful and courteous, and takes pride in one’s work |  |  | Policy GA |
| **Confidentiality**  **Judgment** |  |  | Uses good judgment regarding relationships with students both in and out of the school context; maintains confidentiality with student records and student issues |  |  | Policy GBEA |
| **Boundaries** |  |  | Maintains professional boundaries with students, parents, and staff in daily interactions and in electronic communications |  |  | Policy GBEBB & GBEBD |
| **Ethics** |  |  | Respects the institution and avoids conflicts of interest |  |  | Policy GBEA |
| **Communication** |  |  | Communicates with parents, teachers, staff, health care providers, and/or public agencies to provide information, advise on changing student health, recommend medical/emotional intervention, promote/secure health services, and comply with legal requirements |  |  | Policy GBEF & GBEF-R, Job description |
| **Teamwork** |  |  | Shares responsibility for school wide activities and volunteers to serve on health, wellness, safety, emergency, and other district and school committees |  |  | Policy GA, Job description |
| **Openness** |  |  | Keeps administration informed about concerns, follows school and district chain of command, and is open-minded about change by participating in the process and supporting the end result |  |  | Policy GBD & GBK |
| **Responsibility** |  |  | Supports and enforces policies of the Board and School Administration |  |  | Policy GBE |
| **Technology** |  |  | Uses technological tools effectively and respectfully for services and communication as is required by district and school policy |  |  | Job description |
| ***Professional Learning*** | **Exceeds Standard** | **Meets**  **Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet**  **Standard** | **Reference** |
| **Responsibility** |  |  | Respects the right to learn and takes responsibility by participating in school and district professional learning opportunities (PD days, faculty meetings, committees, etc.) |  |  | Policy GA and GCI, Job description |
| **Collaboration** |  |  | Participates as a member of a Professional Learning Team being responsible for personal learning, but also that of others by providing professional development opportunities to acquaint school staff with health services |  |  | Policy GA, PD Master Plan, Job description |
| **Self-assessment** |  |  | Keeps abreast of current health practices and legislation, reflects on professional practice, and seeks areas for growth |  |  | Policy GA, PD Master Plan,  Job description |
| **Certification** |  |  | Follows the procedures in the district’s Professional Development Plan to maintain NH certification if applicable |  |  | Policy GA, PD Master Plan |