

ROSELAND SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:

SCHOOL NURSE

1. Valid New Jersey School Nurse and Health Education certification preferred.
2. Holder of valid Cardiopulmonary Resuscitation/ Automated External Defibrillation (AED) Certification as issued by entity authorized by administrative code.
3. As part of the School Nurse Certification, trained in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards.
4. Demonstrated expertise in school health nursing practice and emergency procedures.
5. Knowledge of child growth and development, current health issues, and wellness education.
6. Knowledge of community health and social services' resources and an ability to communicate effectively with non-school health professionals and social service agencies.
7. Ability to exhibit initiative and good judgment.
8. Ability to exhibit professionalism, confidentiality, and appropriate decorum in all situations.
9. Demonstrated organizational skills and ability to maintain accurate records.
10. Demonstrated ability to communicate and work effectively with students, parents, staff, community groups and organizations.
11. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO:

Building Principal

JOB GOALS:

To promote health and safety in the school environment and provide health services to students and staff, and if needed, to assist with the teaching of effective health practices.

PERFORMANCE RESPONSIBILITIES:

1. Works in cooperation with the school physician, other school health professionals, members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
2. Carries out written orders of the medical procedures from home and standing orders of the school physician.
3. Conducts health services and screenings required by law and board policy which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4.
3. Maintains student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4.
4. Recommends to the school principal those students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4.
5. Annually reviews student immunization record to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3.
6. Recommends to the school principal exclusion of students who show evidence of communicable disease, pursuant N.J.S.A. 18A:40-7 and 8.
7. Directs and supervises the emergency administration of epinephrine and glucagon, as well as designates and appropriately trains additional employees to administer epinephrine and glucagon to students, pursuant to N.J.S.A. 18A:40-12.6 and N.J.S.A. 18A:40-12.11-21.
8. Administers asthma medication through the use of a nebulizer.
9. Directs and supervises the health services activities of any non-certified nurse, epi-pen or glucagon designee, or any other staff member as permitted by law to whom the certified school nurse may delegate a nursing task.
10. Instructs, as required, in areas related to health pursuant to N.J.A.C. 6A:9-13.3.

PERFORMANCE RESPONSIBILITIES:

11. Reviews and summarizes available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h).
12. Writes and updates, at least annually, the individualized health care plan and the individualized emergency health care plan provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794(a) for any student who requires them.
13. Maintains professional competence through in-service education and participation in other professional development activities.
14. Implements and assists in the development of healthcare procedures for students in the event of an emergency.
15. Instructs teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3.
16. Provides other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.
17. May be required to attend school-sponsored functions pursuant to administrative code.
18. Reports any suspicions of child abuse to the Division of Child Protection and Permanency (CP&P) and Principal.
19. Performs such other appropriate duties as required under law or as may be assigned by the building administrator.

TERMS OF EMPLOYMENT:

This is a ten month position with compensation being determined in accordance with the appropriate negotiated agreement.

Job Description

School Nurse (Instructional)

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation.

APPROVED: September 27, 2012

REVISED: December 8, 2016