

# **EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT**

## **JOB DESCRIPTION**

### **SCHOOL NURSE**

#### **QUALIFICATIONS:**

1. Valid NJ State License to practice as a registered nurse.
2. A Bachelor's Degree based upon a four-year curriculum in an accredited college.
3. NJ Certification - School Nurse 6:11– 12.9-School Nurse N.J.S.A. 18A:26-2.
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

#### **REPORTS TO:**

Director of Special Services

#### **PERFORMANCE RESPONSIBILITIES:**

1. Conducts School Health Services as outlined by the School Medical Inspector, Principals and Board Policy.
2. Annually establishes standing orders with school physician.
3. Develops policies and procedures for the school health services.
4. Initiates program changes as needed.
5. Assists in promoting safety in the school and makes periodic inspections of the school and grounds for hygienic and safety conditions.
6. Provides for the promotion and maintenance of health as well as the prevention of illness and injuries.
7. Monitors compliance of school health program with federal, state, county and local laws, regulations and policies.
8. Prepares health reports for supervisors, board of education and health department.
9. Maintains health records for all students.

10. Coordinates, evaluates and assists the school physician and Vice Principal of Athletics with all required athletic medical paperwork and follows up with parents when necessary. Communicates with health care providers as needed. Reviews all sport physical forms.
11. Records statistical data including:
  - Daily logs
  - Monthly statistical report submitted to Principals, Superintendent and Vice Principal of Athletics
  - Results of screenings and doctor's recommendations on student health records
  - Annual report of tuberculosis testing
  - Annual report of immunizations
12. Performs screening tests as outlined by Chapter 16 of the Administrative Code.
13. Checks for proof of state required immunizations, on enrollment, and recommends to the school principal the exclusion of students who have not shown evidence of immunization pursuant to N.J.A.C. 8:57-4.
14. Arranges for and administers tuberculosis testing of students and employees per state guidelines.
15. Assists students and staff with health education.
16. Provides first aid care and medically prescribed services.
17. Maintains security of school health supplies.
18. Corresponds with parents in order to coordinate the health needs of students.
19. Maintains accurate records of all injuries and treatments.
20. Assumes responsibility for requisitioning medical supplies for the health office and maintains an orderly and efficient health office.
21. Assists the administration with the control of communicable disease.
22. Provides pertinent health information on pupils to teachers, coaches and advisors,
23. Attends all assigned in-service education meetings.
24. Review and manage PE excuses with teachers and guidance counselors.
25. Member of The I&RS Committee and the 504 Committee.

26. Monitor students with chronic health conditions.
27. Administration of medications including daily meds, epinephrine and administer nebulizer treatments.
28. Provide medical accommodations for health issues and concussions.
29. Handle referrals from teachers specific to student hygiene and follow up with parents.
30. Conduct a medical assessment of students who are suspected of being under the influence of alcohol or controlled substances for critical issues, refer out for a medical examination.
31. Provide emergent assessments of students experiencing emotional and psychological issues and communicate these findings with parents, guidance counselors, administration and health care providers as needed.
32. Consults, confers or speaks with individuals or groups, when requested, with reference to the school health program or special health problems.
33. Calls an ambulance, notifies parents and has students taken to the hospital when medically necessary. Shares the documented assessment with emergency personnel and parents.
34. Reviews accidents and processes employee and student accident reports.
35. Works in conjunction with other school departments, specific to students' medical needs, including serving as a member of the advisory team in the placement of special needs students.
36. Performs other duties within the scope of employment and certification as may be assigned by superiors under the authority of the Board of Education.

**TERMS OF EMPLOYMENT:**

Ten (10) month teacher's contract with compensation to be established by the Board of Education determined by placement on the negotiated teacher's salary guide.

**ANNUAL SALARY:**

To be established by the Board of Education.

**EVALUATION:**

This position will be evaluated in accordance with the Board of Education Policies.

**APPROVED:**

December 21, 2016