

ABSECON PUBLIC SCHOOLS

Job Description

TITLE: SCHOOL NURSE

QUALIFICATIONS:

1. Valid New Jersey School Nurse certificate of eligibility
2. Demonstrated expertise in school health nursing practice
3. Knowledge of child growth and development, community and family dynamics, current health issues; and wellness education
4. Knowledge of community health and social services resources and ability to communicate effectively with non-school health professionals and social services agencies
5. Required criminal history background check, pre-employment sexual misconduct/child abuse disclosure, and proof of United States citizenship or legal resident alien status.

REPORTS TO:

- ✓ Principal/Director of Special Services and Curriculum

JOB GOAL:

- ✓ To promote health and safety in the school environment and provide health services to students, faculty and staff; to assist with the teaching of sound health practices

PERFORMANCE RESPONSIBILITIES:

1. Work in cooperation with the school physician, other school health professional (e.g. dentist, optometrist), and members of the staff, parents/guardians and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
2. Conducts health services and screening programs as required by law and/or Board policies.
3. Schedules and supervises health surveys of students and staff. Assists the school physician with physical examinations; makes referrals and conducts follow-up activities, as necessary.
4. Provides emergency care in the case of sudden illness and administers first aid in case of injury to students or staff according to established policies and procedures.
5. Maintains up-to-date health records on all students, maintains separate records of immunizations for the purpose of immunization record auditor and ensures their confidentiality.
6. Helps prevent and control communicable disease through lectures, inspections, exclusion and re-admission of students and staff in keeping with State and local health regulations and school policies.
7. Notifies Principal or his/her designee to arrange for immediate examination of any student who appears to be under the influence of alcohol or other drugs.
8. Confers with and advises students, parents/guardians, and staff members on matters pertaining to the health and safety of students.
9. Assists the Principal and the Child Study Team in the identification and placement of students with disabilities who need special education services.

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PERFORMANCE RESPONSIBILITIES (continued):

10. Participates in the development of a comprehensive health education curriculum and serves as a health/safety education resource person to teachers. Upon request, assists teachers with instruction of certain health units.
11. Promotes healthy/safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the school. Reports problems promptly to the Principal.
12. Administers prescribed medication to students in accordance with law and Board policy.
13. Collaborates with community and other non-school health agencies to meet the health needs of children and families.
14. Provides special health care and related services to meet the needs of students with disabilities.
15. Assists with the preparation of the school's health budget.
16. Maintains professional competence through in-service education and participation in professional development activities.
17. Assists in the development of policies and procedures for comprehensive health education and services, and Annual School Nursing Plan.
18. Prepares health and safety reports as required by law and/or requested by the Principal.
19. Reports any suspicion of child abuse to the Division of Youth and Family Services and building Principal or his/her designee.
20. Support attendance and absence initiatives as requested by the Director of Special Services.
21. Attend field trips and extracurricular activities and events as needed.
22. Performs such other duties appropriate duties as required under law or as may be assigned by the Principal or Student Personnel Services Director.

TERMS OF EMPLOYMENT:

- ✓ Contract as negotiated through the Absecon Education Association.
- ✓ Salary as negotiated through the Absecon Education Association.

EVALUATION:

- ✓ Performance of this job will be evaluated annually in accordance with the State law and the provisions of the Board's policy on evaluation of certified personnel.