

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

SCHOOL NURSE (certified)

QUALIFICATIONS:

1. Valid New Jersey New Jersey School Nurse Certificate.
2. Demonstrated expertise in school health nursing practice and emergency procedures.
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 service agencies.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Building Principal

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. Works in cooperation with the school physician, other school health professionals (e.g., dentist, non-certified nurses, and optometrist), and members of the staff, parents 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 case of sudden illness and administers first aid in case of injury to students or staff according to established policies and procedures. Is responsible for the availability and maintenance of required medical supplies and equipment.
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.

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

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 pupil who appears to be under the influence of alcohol or other drugs.
8. Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students. Participates in the development and implementation of the district's emergency and crisis management plan.
9. Assists the principal and the child study team in the identification and placement of students with disabilities who need special education services.
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. Provides training and supervision of the emergency administration of epinephrine for designated school staff.
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 the principals with the preparation of the school's health budget.
16. Maintains professional competence through in-service education and participation in other professional development activities. Receives training in the treatment of asthma and maintains a valid current Cardiopulmonary Resuscitation certificate as required by law and administrative code.
17. Assists in the development of policies and procedures for comprehensive health education and services for 504 plans.
18. Prepares health and safety reports as required by law and/or requested by the principal.

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

19. Reports any suspicion of child abuse to the Division of Youth and Family Services and building principal or his/her designee.
20. Performs such other appropriate duties as required under law or as may be assigned by the principal or student personnel services director.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

- N.J.S.A. 18A:16-1 Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment
- N.J.S.A. 18A:16-1 Officers and employees
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:17-46 Violence, vandalism and substance abuse incident report
- N.J.S.A. 18A:27-10 Non-tenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
- N.J.S.A. 18A:28-5 Tenure of teaching staff member
- N.J.S.A. 18A:29-4.2 Payment of school nurse according to teachers' salary guide
- N.J.S.A. 18A:37 Discipline of pupils
- N.J.S.A. 18A:40 Promotion of health and prevention of disease
- N.J.S.A. 18A:40A Substance abuse
- See particularly:
- N.J.S.A. 18A:40A-12 Reporting of pupils under influence or believed to be using anabolic steroids; examination; report; return home; treatment; evaluation of possible need and referral
- N.J.S.A. 18A:40A-13 Immunity for educational and medical personnel, officers or agents because of actions taken by virtue of act
- N.J.S.A. 18A:40A-14 Civil immunity for educational personnel reporting pupils
- N.J.S.A. 6:3-3.1 et seq. Conditions of employment for teachers
- N.J.A.C. 6:3-4.1 Supervision of instruction, observation and evaluation of non-tenured teaching staff members
- N.J.A.C. 6:3-4.3 Evaluation of tenured teaching staff members
- N.J.A.C. 6:3-5.1 et seq. Seniority

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

- N.J.A.C. 6:3-6 Pupil records
- N.J.A.C. 6:8-2.7(a) 4 Substance abuse prevention
- N.J.A.C. 6:11-11.7 School nurse, elementary, secondary and vocational schools;
teaching in areas related to health