

ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL

TITLE: SCHOOL NURSE

QUALIFICATIONS:

1. Valid 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 nonschool 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: 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. Support the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Works in cooperation with the school physician, other school health professionals(e.g. dentist, optometrist, etc.), members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
3. Maintains a professional office environment.
4. Conducts health services and screening programs as required by law and/or board policies.

5. Schedules and supervises health surveys of students and staff. Assists the school physician with physical examinations if needed; makes referrals and conducts follow-up activities as necessary.
6. 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, including personal protective equipment.
7. 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.
8. 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.
9. 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.
10. Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students. Coordinates with the principal in the development and implementation of the district's emergency and crisis management plan.
11. Provides for a smooth transition from elementary school through high school, which may include orientation programs for students and parents.
12. Assists the principal and the child study team in the identification and placement of students with disabilities who need special education services.
13. Maintains a close relationship with the child study team, following directives and recommendations and IEP stipulations as needed.
14. 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 and/or may provide direct instruction to students.
15. 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.
16. Administers prescribed medication to students in accordance with law and board policy. Provides training and supervision of the emergency administration of epinephrine and/or glucagon for designated school staff.
17. Collaborates with community and other non-school health agencies to meet the health needs of children and families.

18. Provides special health care and related services to meet the needs of students with disabilities.
19. Assists the with the preparation of the district's health budget.
20. Maintains professional competence through in-service education and participation in other professional development activities. Receives training in the treatment of asthma and maintains valid current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certificates, as required by law and administrative code.
21. Assists in the development of policies and procedures for comprehensive health education and services.
22. Prepares health and safety reports as required by law and/or requested by the principal.
23. Reports any suspicion of child abuse to the Division of Youth and Family Services and building principal or his/her designee.
24. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
25. Assumes other related duties as assigned by the superintendent of schools and/or other administrative/supervisory personnel.

TERMS OF

EMPLOYMENT: Salary and work year to be established by the board of education.

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

APPROVED BY: _____ **DATE:** _____

REVISED: _____

Legal References:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-46</u>	Violence, vandalism and substance abuse incident report
<u>N.J.S.A. 18A:27-10</u>	Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff member
<u>N.J.S.A. 18A:29-4.2</u>	Payment of school nurse according to teachers salary guide
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.S.A. 18A:40</u>	Promotion of health and prevention of disease
<u>N.J.S.A. 18A:40A</u>	Substance abuse
<u>See particularly:</u>	
<u>N.J.S.A. 18A:40A-12</u>	Reporting of pupils under influence or believed to be using anabolic steroids; examination; report; return home; treatment; evaluation of possible need and referral
<u>N.J.S.A. 18A:40A-13</u>	Immunity for educational and medical personnel, officers or agents because of actions taken by virtue of act
<u>N.J.S.A. 18A:40A-14</u>	Civil immunity for educational personnel reporting pupils
<u>N.J.A.C. 6:3-3.1 et seq.</u>	Conditions of employment for teachers
<u>N.J.A.C. 6:3-4.1</u>	Supervision of instruction, observation and evaluation of non-tenured teaching staff members
<u>N.J.A.C. 6:3-4.3</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6:3-5.1 et seq.</u>	Seniority
<u>N.J.A.C. 6:3-6</u>	Pupil records
<u>N.J.A.C. 6:8-2.7(a) 4</u>	Substance abuse prevention
<u>N.J.A.C. 6:3-4A.4</u>	Requirements of physical examinations
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<u>See particularly:</u>	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-13.3</u>	School nurse
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:14-3.4</u>	Evaluation
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>See particularly:</u>	
<u>N.J.A.C. 6A:16-1.4</u>	District policies and procedures

<u>N.J.A.C. 6A:16-1.5</u>	Student health records
<u>N.J.A.C. 6A:16-2</u>	General provisions for school health services
<u>N.J.A.C. 6A:16-3</u>	Comprehensive substance abuse programs
<u>N.J.A.C. 6A:16-4</u>	Procedures for substance abuse intervention
<u>N.J.A.C. 6A:16-5.2</u>	Emergency and crisis management plans
<u>N.J.A.C. 6A:16-5.3</u>	Incident reporting of violence, vandalism and substance abuse
<u>N.J.A.C. 6A:16-7</u>	Intervention and referral services
<u>N.J.A.C. 6A:16-10</u>	Reporting of allegations of child abuse and neglect
<u>N.J.A.C. 8:6.1-1.1(j)</u>	Universal precautions
<u>N.J.A.C. 8:57-4.1-4.16</u>	Immunization monitoring
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference

20 U.S.C. 1400 et. seq., Individuals with Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et. seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq., Title X Part F Section 1061 Health Services and Section 9526 Sex Education

Occupational exposure to hazardous chemicals in laboratories standard, 29 CFR 1910.1450