

# **Bridgeton Public Schools**

## **Job Description**

**POSITION:** **School Nurse**

**QUALIFICATIONS:**

1. Valid state license to practice as a registered nurse in the State of New Jersey.
2. Certificate or eligibility as a public nurse and a Bachelor's Degree in Nursing.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** **Building principal and/or other appropriately certificated superior as designated by the Superintendent**

**JOB GOAL:** **Serves as the primary advocate for the health and well-being of students and staff within the school. Responsibilities include health screenings and services, emergency first aid, the care of those who are ill and injured while in the school, maintenance of health records, and instruction in sound health practices.**

**PERFORMANCE RESPONSIBILITIES:**

1. Works in cooperation with the school physician and other school health professional members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
2. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered an injury or emergency illness.
3. Remains abreast of current developments and safety standards in health field through education and active participation in professional organizations.
4. Maintains up-to-date cumulative health records on all students.
5. Confers with students, staff and parents concerning health issues.
6. Plans and conducts the screening examinations and health appraisals as established by local Board of Education policy, including scoliosis screening and makes referrals as indicated.
7. Evaluates and recommends to the Building Principal exclusion of any student in connection with infectious and contagious disease.
8. Formulates policies and procedures for Health Services in conjunction with State mandates and school physician.
9. Works congruently with other professional personnel in developing the Health Education curriculum.
10. Acts a resource person in Health Education.
11. Assists with school's Emergency/Disaster Preparedness Plan.

12. Teaches health classes in the elementary schools as workload permits.
13. Participates as an active member of core team for Student Assistant Program.
14. Conducts health relate in-service education for staff member.
15. Administers prescribed medication to students as per specified approved written policy.
16. Utilizes community health resources as the need arises.
17. Disseminates health career information.
18. Adapts the school environment to meet the needs of the medically limited student and to promote a safe physical plant.
19. Understand and follow established procedures for sanitation and hygiene in the handling of body fluids (N.J.A.C. 6:29-2.50). Ensure that all staff understand and follow established procedures.
20. Follow acceptable and established procedures for the disposal of medical waste.
21. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
22. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan(N.J.A.C 6:11-13).
23. Recommend policies and procedures that promote healthy school environment and a clean, safe facility. Identify and communicate to the principal any unsafe practices or conditions.
24. Complete and submit in a timely fashion all medical forms and reports, including accident reports, a required by statute, regulation, policy, or as requested.
25. Aids in early identification and report of child's abuse or neglect.
26. Shall perform other related duties as assigned.

**TERM OF EMPLOYMENT:** 10 Months. Salary to be determined by the Board of Education.

**EVALUATION:** Performance will be evaluated in accordance with Board polies and procedures on the evaluation of Professional staff.

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