

**EAST ORANGE SCHOOL DISTRICT**  
**East Orange, New Jersey**



**Head School Nurse**  
**Position**

**REPORTS TO:** Director of Special Education Services

**RESPONSIBILITIES:**

*Leadership & Coordination*

- Supervise and support all school nurses across the district.
- Ensure district-wide compliance with New Jersey Department of Education (NJDOE) and Department of Health regulations regarding school health services.
- Act as liaison between school buildings and central office for all health service matters.
- Coordinate private duty nursing services for students with significant medical needs, including those receiving special education services.
- Collaborate with Child Study Teams and administrators to support medically fragile students.

*504 Plan Coordination*

- Lead and manage the 504 eligibility and planning process for students with health-related conditions
- Serve as medical consultant for the district's 504 Coordinator.
- Assist in developing and monitoring Section 504 Plans that require health-related accommodations.

*Training, Development, and Recruitment*

- Provide or coordinate professional development for nurses, case workers, and school administrators on relevant health and medical topics.
- Serve as the district's CPR/AED trainer or complete certification to become a certified CPR trainer.
- Assist with recruiting, interviewing, and onboarding new school nurses.

*Compliance and Reporting*

- Monitor health service documentation across all school buildings to ensure accuracy, timeliness, and compliance.
- Provide technical assistance on student information and state reporting systems related to health data.
- Support the submission of required health reports to state and local agencies.

Perform other duties as assigned by the Assistant Superintendent or designee.

## **QUALIFICATIONS:**

- 1) Bachelor's Degree in Nursing (BSN required; MSN preferred)
- 2) Valid New Jersey School Nurse Certificate
- 3) Minimum 3 years of experience as a school nurse
- 4) Familiarity with student information systems (e.g., Genesis) and NJ SMART reporting
- 5) Valid driver's license and access to reliable transportation for travel across school sites
- 6) Certified CPR Instructor or willingness to obtain certification within 6 months of hire
- 7) Strong communication, organizational, and leadership skills
- 8) Demonstrated ability to provide professional development and mentorship
- 9) Required criminal history background check and eligibility to work in the United States.
- 10) All applicants must meet NJ Residency requirements as per the "New Jersey First Act," N.J.S.A. 52:14d-7 (L. 2011, Chapter 70).
- 11) Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.*

**Vision:** (which may be corrected) to read small print; view a computer screen for prolonged periods

**Hearing:** (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

**Speech:** to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

**Upper Body Mobility:** use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

**Strength:** to lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis

**Environmental Requirements:** encounter constant work interruptions; work cooperatively with others; work independently; work indoors

**Mental Requirements:** read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

## **APPLICATION PROCEDURE:**

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

## **SELECTION PROCEDURE:**

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

## **TERM OF EMPLOYMENT:**

Twelve-month work year

## **SALARY RANGE:**

As per negotiated agreement between the EOBOE and the East Orange Education Association (EOE)

**Approved by the East Orange Board of Education:** \_\_\_\_\_

Created 5/12/2025