

Florham Park School District  
Board Office

**Title:** School Nurse

**Qualifications:**

1. Valid New Jersey School Nurse Certificate.
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 service resources and ability to communicate effectively with non-school health professionals and social service agencies.
5. Required criminal history background check and proof of US citizenship or legal resident alien status.

**Reports:** Principal, Director of Special Services

**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, optometrist), 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.
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 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 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.
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. Provides Staff/Parent information Sessions upon request by the administration
12. Stays current on new legislation that may impact the health/Safety principles of the school.
13. 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.
14. Administers prescribed medication to students in accordance with law and board policy.
15. Collaborates with community and other non-school health agencies to meet the health needs of the children and families.
16. Provides special health care and related services to meet the needs of students with disabilities.
17. Assists the principal with the preparation of the school's health budget.
18. Maintains professional competence through inservice education and participation in professional development activities.
19. Assists in the development of policies and procedures for comprehensive health education and services.
20. Prepares health and safety reports as required by law and/or requested by the principal.
21. Reports any suspicion of child abuse to the Division of Youth and Family Services and building principal.
22. Performs such other appropriate duties as required under law or as may be assigned by the principal.

**Evaluation:**

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

**Revised:**

3/7/19

**Board Approved:**

5/28/19