

## Educational Services

Board Approved – 9/18/19

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**TITLE:** School Nurse

**QUALIFICATIONS:**

1. Valid state license to practice as a registered nurse in the State of New Jersey
2. Certification as a public school nurse and Bachelor's Degree in School Nursing, or Bachelor's Degree in Nursing and School Nursing course work
3. Required criminal history background, proof of U.S. citizenship or legal resident alien status, physical examination and other required paperwork
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Appropriate Administrator

**SUPERVISES:** Not applicable

**JOB GOAL:** To assist the school physician who directs the professional duties or activities of the school nurse, and to compile and issue regulations governing professional techniques, the conduct of inspections or test, and the administration of any treatment.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists chief medical officer, school health committee and administrators in developing school health program.
2. Participates in the work of a health curriculum committee.
3. Conducts school programs of immunization and physical examinations as directed by the chief medical officer.
4. Observes students on a regular basis to detect health needs.
5. Instructs teachers on screening students for health defects.
6. Maintains up-to-date cumulative health records on all students and school personnel.
7. Reports to parents, school personnel, physicians, clinics and other agencies on student health matters, as directed by the principal or chief medical officer.
8. 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.

9. Administers first aid in accordance with established first aid procedures.
10. Makes recommendations to the chief medical officer on health needs of individual students.
11. Implements policy on exclusion and readmission of students in connection with infectious and contagious disease.
12. Participates in in-service training programs.
13. Assists school personnel in maintaining sanitary standards in schools.
14. Keeps well informed of the safety standards and laws for a healthful and safe school plant.
15. Confers with school personnel and students in the maintenance of a safe, clean and healthful school.
16. Provides emergency care for those injured or suddenly ill.
17. Checks semi-annually and maintains continuously all first aid kits.
18. Prepares and administers a budget for the assigned area.
19. Appraises the health status of students: health histories, physical examinations and teacher observations.
20. Counsels school personnel; interprets to students and parents the nature and significance of health problems; encourages correction of remediable defects; formulates plans of action.
21. Communicates, when necessary, with appropriate sending school personnel.
22. Performs such other tasks as deemed necessary by the Principal.

**PHYSICAL REQUIREMENTS:**

The duties of this job require the following physical activities: sitting, standing, reaching, walking, lifting, bending, kneeling, stooping, climbing, pushing, pulling, finger dexterity, carrying, feeling, repetitive motions, speaking, listening, and visual acuity. The employee may need to lift and/or move a student. An average weight for a student is 75 pounds. Assistance can be provided, if necessary. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. In addition, the employee must be able to follow written and oral instructions and procedures.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

Work is performed in a school setting with exposure to health and/or safety hazards. The noise level in this environment is usually moderate.

