

**TITLE:** **SCHOOL NURSE**

**QUALIFICATIONS:** Bachelor's Degree from an accredited or approved Institution  
Current NJ RN License  
School Nurse Certificate issued by the NJ State Department of Education

**REPORTS TO:** **SCHOOL PRINCIPAL**

**JOB GOAL:** To strengthen and facilitate the educational process by improving and protecting the health status of children through early identification and assistance in the removal or modification of health related barriers to the learning.

**PERFORMANCE RESPONSIBILITIES:**

In order to fulfill his/her professional responsibilities, the **SCHOOL NURSE** shall:

1. Assess the physical well-being of the pupil in terms of developmental and present health status by:
  - a. Obtaining and maintaining an adequate health history on each pupil.
  - b. Conducting health screens and appraisal in areas of growth and development, hearing, vision, scoliosis, physical examinations, and emotional and mental health.
  - c. Coordinating the health referral process and communicating significant health findings to appropriate professional practitioners and/or health agencies.
  - d. Maintaining an adequate communicable disease control program.
2. Provide direct health care services to pupils and staff by:
  - a. Developing and implementing approved first aid and emergency care procedures for pupils and staff.
  - b. Providing pupils and staff with approved first aid and emergency care as needed.
  - c. Maintaining a record of injuries and illnesses occurring during the school day.

- d. Administering medications in accordance with district and state guidelines.
  - e. Developing and implementing health care recommendations for pupils and staff with special needs.
3. Provide health counseling and/or consultation to pupils, parents and staff by:
- a. Utilizing the findings from health assessments and visits to the health office.
  - b. Collecting, maintaining, and disseminating information about the health and developmental status of the pupil in a systematic and continuous manner.
  - c. Participating in the child study team process by interpreting significant findings of health history, physical assessment, and reports of medical consultants.
  - d. Consulting with staff regarding modification or change in the educational environment necessitated by the pupil's health condition.
4. Participate in the health education program by:
- a. Planning and implementing health education lessons as required by the curriculum and/or upon request of the classroom teacher.
  - b. Planning and implementing wellness presentations for staff.
  - c. Serving on related curriculum development committees.
  - d. Disseminating health careers information.
5. Promote environmental safety and health within the school and during school related activities by:
- a. Conducting monthly building inspections.
  - b. Maintaining a written record of all building inspections and communicating significant findings to the principal.
  - c. Compiling and analyzing school health records, reports, and statistical information in order to evaluate the quality of health and safety in the school environment.
6. Maintain and improve professional competencies by:
- a. Participating in district workshops and activities sponsored by the Professional Development Council.

- b. Enrolling in approved college course work.
  - c. Maintain active membership in professional associations for school nurses and/or school health services.
  - d. Planning and providing in-service programs in the area of health education.
  - e. Participating in self-studies and peer review procedures for program evaluation.
  - f. Participating in a supervisory option for tenured teaching staff members.
7. Contribute to the quality of student life by:
- a. Establishing and maintaining an inviting relationship with students.
  - b. Helping students develop a positive self-concept.
  - c. Identifying and developing programs for “at risk” students.
  - d. Chaperoning, supervising, and/or attending dances, sporting events, or other student activities.
  - e. Supervising intramural sports or coaching interscholastic sports.
  - f. Advising clubs or service organizations.
  - g. Cooperating with the principal in the supervision of student behavior when deemed necessary.
8. Prepare and maintain mandated records and reports by:
- a. Maintaining a complete up-to-date health record for students.
  - b. Completing and submitting to the State Department of Health the annual report on tuberculin testing, student immunizations, and scoliosis screening.
  - c. Completing and submitting to the Director of Pupil Services the monthly report on school health services, summary of services provided by school medical inspectors, annual summary on the indicators of pupil progress, and quarterly updates on student immunizations.
  - d. Preparing summaries of medical assessment findings for inclusion with the basic plan section of the IEP within five working days of the IEP conference.
  - e. Maintaining pupil records in accordance with NJAC 6:3.2.

9. Maintain open communications with parents and community health agencies by:
  - a. Utilizing the telephone to contact parents and/or community health agencies when needed.
  - b. Responding to telephone calls and written requests in a timely manner.
  - c. Informing parents of the school health services program through special bulletins, newsletters, and presentations at Back-to-School Night and PTO meetings.
10. Attend staff meetings and serve on staff committees by:
  - a. Being punctual for staff meetings.
  - b. Participating in the discussion of agenda items.
  - c. Volunteering for district and building committees.
  - d. Provide time and knowledge to the development of curricular materials and organizations for the enhancement of the over-all educational program.
11. Cooperate with the principal in the supervision of student behavior when deemed necessary by:
  - a. Using appropriate and consistent techniques of behavior management.
  - b. Making rules and expectations clear to students.
12. Establish and maintain a professional working relationship with staff by:
  - a. Accepting them as people and as professionals.
  - b. Showing respect for individual expertise.
  - c. Fostering an openness in communication.
  - d. Demonstrating an understanding of different roles.
  - e. Developing and maintaining trust with regard to confidentiality of information relevant to the educational planning and management of students.
13. Uphold and enforce school rules, administrative regulations, and board policy.