



NEW BRUNSWICK PUBLIC SCHOOLS

JOB DESCRIPTION

SCHOOL NURSE

REPORTS TO:

Assistant Superintendent for Pupil Personnel Services and Building Principal

SALARY GRADE:

As per negotiated NBEA agreement

NATURE AND SCOPE OF JOB:

In cooperation with the other staff, assists in the coordination, delivery and strengthening of health services.

JOB QUALIFICATIONS:

- Holds NJ Department of Education issued School Nurse certification.

ESSENTIAL JOB FUNCTIONS:

- Provides direct "School Nurse" health services for students enrolled in the school assigned.
- Assumes basic health and safety responsibilities in addition to specific duties related to the individual program setting and/or population.
- Assists the Child Study Team in the evaluation processes of students in schools assigned.
- Assists school physician with physical exams.
- Assists in arranging for special health and dental examinations, clinics, services, and/or facilities.
- Assists in follow-up services for special health referrals (home visits, arranging for transportation to health facility, etc.).
- Assists in ordering and dispensing medical supplies.
- Participates in the activities of the Strep Disease Program and Scoliosis Screening.
- Participates in health related research activities and prepares reports and surveys as directed.
- Teaches courses in general health to students as indicated in schools assigned.
- Acts as liaison between the community health agencies and the schools assigned.
- Assists in the interpretation of health needs and services to the parents, other school personnel and the community at large.
- Performs other duties that may be assigned by his/her superior(s) under authority of the Board of Education.

WORK ENVIRONMENT:

This job operates in a school environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English and Spanish (preferred), using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Works in standard office and school building environments.
8. Ability to work outdoors during outdoor student activities.

The Work Hazards described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

While performing the duties of this job, the employee is regularly required to talk or hear. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

New Brunswick Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, New Brunswick Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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