

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: SCHOOL NURSE

QUALIFICATIONS:

1. NJ School Nurse Certificate
2. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

REPORTS TO: Principal and/or Director of Pupil Personnel 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. Supervises Health Office Secretary.
2. Conducts health services and screening program, 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 records on all students, including records of immunizations, 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 the health and safety of students in consult with the building principal.
9. Assists the principal, 504 team, and the child study team in the identification of students with disabilities who need special education services.
10. Serves as a health/safety education resource person to teachers. Upon request, assists teachers with instruction of certain health units.
11. Promotes healthy/safe school environment by assisting the administration and staff to maintain safe, healthy and sanitary conditions throughout the school. Reports problems promptly to the principal.
12. Administers prescribed medication to students in accordance with law and Board policy.
13. Collaborates with community and other non-school health agencies to meet the health needs of children and families in consultation with the building principal.
14. Provides special health care and related services to meet the needs of students with disabilities and chronic illness.
15. Assists with the preparation of the school's health budget.
16. Remains abreast of current developments in the health field through continuing education and participation in professional development activities.
17. Reviews policies and procedures for comprehensive health services.

18. Prepares health and safety reports as required by law and/or requested by the principal.
19. Serves as a member of the Crisis Management Team and the Emergency Response Team.
20. Reports any suspicion of child abuse to the Division of Child Protection and Permanency and building principal or his/her designee.
21. Performs such other appropriate duties as required under law or as may be assigned by the principal.
22. Advises the building principal if there is a need to communicate with the school physician.

TERMS OF

EMPLOYMENT: Salary for a ten-month work year subject to negotiations between the FREA and the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the board's policy on evaluation of certified staff.

APPROVED BY: Board of Education **DATE:** _____

REVISED: 6/9/08, 8//22/16, 9/26/16, 11/27/17