

SECTION TEACHING/EDUCATIONAL SERVICES PERSONNEL

AREA EDUCATIONAL SERVICES PERSONNEL

TITLE: Nurse Coordinator

QUALIFICATIONS:

1. New Jersey certification as a School Nurse.
2. Such additional or alternative qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

The Nurse Coordinator is directly responsible to the district's Coordinator of Medical Services, the Assistant Superintendent, and the School Business Administrator for his/her duties as Nurse Coordinator and, also, to the building Principal(s) for his/her duties as School Nurse.

JOB GOAL:

The Nurse Coordinator, in consultation with the district's Coordinator of Medical Services, assists the other school nurses in maintaining an efficient, cooperative and continuous K-12 program of health services consistent with state requirements and board policy. The Nurse Coordinator also performs the duties of a school nurse. (See Position Description #362)

TERMS OF EMPLOYMENT:

Ten-month contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

Based on the performance of the responsibilities identified in this position description and in the position description for School Nurse (#362), and the criteria and procedures of the applicable evaluation policy. See Policy 4118, Evaluation of Tenured Teaching Staff Members and Policy 4119, Evaluation of Non-Tenured Teaching Staff Members.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Coordinator of Medical Services in matters relating to the school district health services.
2. Works with the school nurses toward complete understanding and similarity of thought and action in the operation the health services according to board policy and individual school needs.
3. Assists principals and staff with curricular and in-service matters relating to health services.
4. Coordinates the various student examinations that take place during the school year.
5. Coordinates the student health records in terms of uniformity, clarity and accuracy.

6. Keeps school nurses aware of new trends, materials, and equipment through appropriate in-service activities.
7. Under the direction of the School Business Administrator and in accordance with Policy 4071, is responsible for coordinating the implementation of, and updating annually, the Bloodborne Pathogens: Exposure Control Plan.
8. Under the direction of the School Business Administrator, coordinates the implementation of procedures for determining eligibility of students for Free and Reduced Price Meals/Milk under the National School Lunch Program.
9. Assists school nurses in making budget recommendations to principals for items relating to health services.
10. Prepares appropriate reports as requested.
11. Assumes leadership for the continual evaluation, updating, and compilation of the health manual.
12. Visits periodically the school nurses and their offices which are under his/her guidance.
13. Maintains current nurse substitute list.
14. Interviews new substitute nurses.
15. Coordinates nurse substitutes with absences of school nurses.
16. Performs other duties and responsibilities incidental to the position or as assigned by the Coordinator of Medical Services, the Assistant Superintendent, the School Business Administrator, and/or their designees.