

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Supervisor of Health Services (PS-12)

**II. PRIMARY FUNCTION**

To organize, coordinate and supervise the development, implementation. Operation and evaluation of the School Nurse Program in accordance with law, policy and regulation

**III. REPORTS TO**

Director of Pupil-Special Services or designee

**IV. SUPERVISES**

School Nurses

**V. QUALIFICATIONS**

- Registered Nurse currently licensed in New Jersey
- New Jersey School Nurse Certificate
- Bachelor's Degree
- Masters Degree in field related to nursing or health preferred
- Minimum of five (5) years experience as a school nurse
- Some experience in supervisory or leadership capacity preferred
- Must hold regular School Nurse certificate
- Must possess a New Jersey Supervisor Certificate
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

**VI. MAJOR DUTIES AND RESPONSIBILITIES**

- Develops and supervises a thorough and efficient program of health services in the district
- Resource consultant to nursing personnel, i.e. visiting school clinics and advising nurses on matters related to health services
- Articulates school district health services with the Edison Board of Health and the State Health Department
- Participates in the selection of candidates for nursing positions
- Coordinates and implements the orientation of new nursing personnel
- Assists in the development and implementation of related in-service programs
- Conducts observations and evaluations of all nurses
- Assists in the determination and preparation of budget needs
- Orders supplies, materials and equipment
- Participates in and completes the necessary course work to be certified as a Right-To-Know Trainer and program manager in order to oversee the regulatory requirements for the district
- Manages regulated Medical Waste Disposal Program in order to oversee the district regulatory compliance requirements
- Provides regulatory compliance requirements of the Blood-borne Pathogens Program which includes providing the district with all necessary programs in order to be in compliance with this program
- Serves as district designated nurse contact in the event of school bus accident within the district should the school nurse be unavailable and develops and maintains a roster of district school nurses to be notified in the event the Supervisor of Health Services is unavailable
- District designee responsible for the coordination and implementation of the Vocational

- Education Safety and Health Standards Program
- Supervises and assists in the coordination of required physical examinations for all district athletic programs
- Supervises and assists in the coordination of Project Graduation
- Assists in the implementation of the district Substance Abuse Policy
- Perform such other duties as may be assigned by the Superintendent or designee

## **VII. TERMS OF EMPLOYMENT**

Twelve-month position in accordance with provisions of EPSA/BOE contract

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Job Description/Section IV SUPERVISOR OF HEALTH SERVICES (PS-12)

APPROVED: November 22, 2010