

JOB DESCRIPTION

I. TITLE

School Nurse

II. PRIMARY FUNCTION

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

III. REPORTS TO

Building principal and/or designee

IV. QUALIFICATIONS

- New Jersey School Nurse Certificate
- CPR/AED Certification
- Current license as a Registered Nurse in the State of New Jersey
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Conducts health services and screening programs as required by law and/or school policies
- Provides emergency care in case of sudden illness and administered first aid in case of injury to students or staff according to established policies and practices
- Maintains up-to-date health records on all students, including records of immunizations and ensures their confidentiality
- Helps prevent and control communicable disease through lectures, inspections, exclusions and re-admissions of students and staff in keeping with state and local regulations and school policies
- Confers with and advises students, parents and staff members on matters pertaining to health and safety of students
- Assists the principal and child study team in the identification and placement of students with disabilities who need special education services
- Participate in the development of a comprehensive health education curriculum and serves as a health/safety education resource person to teachers. Upon request, assists teachers with instruction of certain health units
- Promotes healthy/safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the school. Reports problems promptly to the principal
- Administers prescribed medication to students in accordance with law and board policy
- Collaborates with community and other non-school health agencies to meet the health needs of children and families
- Assists the principal with the preparation of the school health budget
- Prepares health and safety reports as required by law or requested by principal
- Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

In accordance with the provisions of the BOE/ETEA contract