



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

School Medical Inspector

REPORTS TO:

Superintendent

QUALIFICATIONS:

Licensed New Jersey Physician.

GENERAL DESCRIPTION:

The school medical inspector shall be responsible to the Superintendent for the performance of his/her duties in accordance with statute and the rules of the State Board of Education.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

A. As Medical Inspector in charge of the district, he/she shall:

1. Examines students in grades Kindergarten, 3,6,9,11 and all students new to the school system who have not been examined by their private physician. All examinations shall be individual and in the presence of the school nurse. Parents may be present during the examinations of their child.
2. Examines all students involved in inter-scholastic athletic activities. In addition to the regular physical examination these pupils shall have:
 - a. Special heart examination.
 - b. Pulse rate (before and after directed exercise).
3. Administers physical examinations to those pupils seeking working papers from the Board of Education issuing officer.
4. Advises parents about obtaining medical care for their children when needed.
5. Administers physical examinations to all new employees and to any employee at the discretion of the Board. Review new employee private physician programs.
6. Supervises the various immunization and testing programs.
7. Renders professional advice on all school health and medical matters as requested by the school nurse or teacher.
8. Determines physical fitness of a child for school attendance, as requested by the school nurse or teacher.
9. Annually reviews immunization, emergency, and exclusion policies and recommend changes as needed to the Board.
10. Periodically reviews emergency first aid procedures.
11. Annually performs sanitary examination of physical plant, washrooms, kitchens, etc.
12. Makes composite monthly report to the Board on pupils examined, cases of infections, etc.

B. As a member of the Child Study Team, he/she shall:

1. Acts as the primary medical consultant in the identification and classification of physically handicapped children.
2. Conducts a comprehensive physical examination designed to assist in the classification for each referral child. If a parent or guardian of the child employs his/her own physician, he/she shall approve the report of such examination.

WORK YEAR: Ten-month position.

DATE APPROVED:

February 19, 2013

BY:

Board of Education