

WATCHUNG BOROUGH PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: SCHOOL NURSE

REPORTS TO: Principal, Director of Special Services, Superintendent and School Physician

QUALIFICATIONS:

1. New Jersey School Nurse Certificate
2. Demonstrated expertise in school health nursing practice
3. Knowledge of child growth and development, community and family dynamics, current health issues; and wellness education
4. Knowledge of community health and social services resources and ability to communicate effectively with non-school health professionals and social service agencies

JOB GOAL: To promote health and safety in the school environment and to provide health services to students, to faculty and to staff; to assist with the teaching of sound health practices

PERFORMANCE RESPONSIBILITIES:

1. Works in cooperation with the school physician, other school health professionals (e.g. dentist, optometrist), members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness
2. Conducts health services and screening programs 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 health records for 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
9. Assists the Principal and the Child Study Team in the identification and placement of students with disabilities who need special education services
10. Participates 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 healthunits
11. Promotes a 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
12. Administers prescribed medications 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
14. Provides special health care and related services to meet the needs of students with disabilities
15. Assists the Director of Special Services with the preparation of the school's health budget
16. Remains abreast of current developments of the health field through continuing education and participation in professional development activities
17. Assists in the development of policies and procedures for comprehensive health education and services
18. Prepares health and safety reports as required by law and/or requested by the Principal
19. Reports any suspicion of child abuse to the Division of Youth and Family Services and building Principal or his/her designee
20. Performs such other appropriate duties as required under law or as may be assigned by the Principal or Superintendent

TERMS OF EMPLOYMENT: As set forth in the collective bargaining agreement between the Board and WBEA

EVALUATION: Annual in accordance with Board policy

APPROVED: March 13, 2019