

**Union County Educational Services Commission
Job Description**

Job Title: School Nurse
Reports To: School Principal
Terms of Employment: 10-Month, Full-Time Position

Scope of Position:

The School Nurse serves as the primary advocate for the health, well-being and safety of students and staff within the schools. Responsibilities include health screenings and services, emergency first aid, the care of individuals who are ill and injured while in the school, maintenance of health records, and delivery of comprehensive health instruction.

Qualifications:

1. Earned Bachelor's Degree in nursing or other related course of study, including 21 credits in school nursing, from an accredited college or university.
2. Current Registered Professional Nurse license issued by the NJ State Board of Nursing.
3. Valid New Jersey Educational Services certificate with a School Nurse endorsement issued by the New Jersey Department of Education in accordance with the requirements of N.J.A.C. 6:11-11.7.
4. Current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines.
5. Complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards, including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy Asthma and Immunology.
6. Valid New Jersey driver's license with no serious violations.
7. Expertise in school health nursing practice and emergency procedures preferred.
8. Knowledge of child growth and development, community and family dynamics, current health issues and wellness education.
9. Knowledge of community health and social services resources and ability to communicate effectively with nonschool health professionals and social service agencies.
10. Evidence of successful school nurse experience, including teaching of health topics, with students of all ages, grade and abilities preferred.
11. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning preferred.
12. Ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. Positive interpersonal skills needed to develop and maintain collaborative relationships with students, staff, administration, parents, and community representatives.

Responsibilities:

1. Work in cooperation with the superintendent, school physician, administration, nurse coordinator, teaching staff, community health professionals and agencies and parents to promote a healthy school climate, wellness and safety for students and staff, and to fulfill all local, county and state requirements.
2. Assist in the development, implementation and evaluation of policies and procedures for comprehensive health education and services, including the annual school nursing plan, in conjunction with the superintendent, school physician and nurse coordinator.
3. Provide emergency care in case of sudden illness and administer first-aid in case of accidental injury to students or staff according to established policies and procedures. Coordinate emergency transport to medical facilities when warranted and/or advised.
4. Complete and submit in a timely fashion all medical, accident and/or incident reports as required by statute, regulation, policy or as requested.
5. Administer prescription and non-prescription medication to students in accordance with state law, local policy, and written orders from a physician licensed in medicine, osteopathy, dentistry or from an Advanced Practice Nurse.
6. Oversee the secure storage of medications, monitor expiration dates and appropriately dispose of medications as necessary.
7. Oversee staff training and the development and implementation of individual protocols and accommodations to prevent or respond to life threatening allergic reactions, seizure disorders and other life-threatening medical conditions.
8. Provide training and supervision to designated staff for emergency administration of epinephrine for students known to be at risk of life-threatening reactions at school or other school activities (i.e. field trips, community based instruction).
9. Oversee the development and implementation of individualized health care plans for students with asthma, diabetes and/or other chronic health conditions.
10. Provide specialized health care and related services to meet the needs of all students, including those with disabilities, as directed by the board physician or a physician licensed in medicine, osteopathy, dentistry or from an Advanced Practice Nurse.
11. Schedule and conduct health screening programs in accordance with state law and/or board policies (i.e. height and weight, blood pressure, vision and hearing, scoliosis). Provide referrals to parents for follow-up assessments or treatment, as warranted.
12. Maintain up-to-date health records on all students, including a separate record of immunizations as required by the state immunization auditor.
13. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
14. Help prevent and control communicable disease through evaluations, communication, exclusion and re-admission of students and staff in accordance with state and local health regulations and school policies.
15. Provide notifications regarding contagious conditions including but not limited to disease and infestations to staff and parents and oversee development and implementation of classroom and school wide protocols to prevent the spread of contagion or infestation.
16. Assist administration with implementation and evaluation of the district exposure plan (i.e. bloodborne pathogens and hazardous substances).

17. Confer with and advises students, parents, and staff members on matters pertaining to the health and safety of students.
18. Participate in the development, implementation and evaluation of a comprehensive health education curriculum, including CPR training for students in grades 9-12.
19. Create weekly lesson plans and implement developmentally-appropriate instruction in comprehensive health education for all classes assigned by building administration.
20. Notify administration immediately of evidence related to substance abuse, child abuse, child neglect, severe medical or social conditions, harassment, intimidation or bullying, potential suicide or other mental health concerns or individuals suspected to be under the influence or in possession of alcohol, controlled substances, or anabolic steroids.
21. Notify principal and/or student assistance counselor of a need for immediate examination of any student who appears to be under the influence of alcohol or other drugs.
22. Report any suspicion of child abuse or neglect immediately to the New Jersey Division of Children and Families and local police department.
23. Collaborate with parents, physicians, medical professionals, community and other nonschool health agencies to meet the health needs of children and families.
24. Maintain positive, cooperative, and mutually supportive relationships with administration, instructional staff, students, parents, physicians and representatives of resource agencies within the community.
25. Maintain clean, organized and sanitary working conditions and safely operate equipment needed to carry out job functions and responsibilities. Report all concerns immediately to administration and/or custodial staff.
26. Organize and maintain an inventory of required medical supplies and equipment. Assist administration in the preparation and administration of the school nursing annual budget.
27. Manage the regular testing and maintenance of Automated External Defibrillators (AED) as instructed by the nurse coordinator.
28. Attend required faculty meetings and serve on school and district committees focused on health, wellness, safety, curriculum and instruction, either voluntarily or as assigned.
29. Remain abreast of the local, state and federal laws, policies, regulations and best practices involving the provision of comprehensive school nursing services through collaboration with colleagues, review of professional journals, participation in appropriate professional development workshops, and involvement in professional organizations.
30. Complete a minimum of 20 hours of professional development in each of the following: human growth and development; substance abuse and dependency; and human and intercultural relations, within the initial three years of employment under the school nurse endorsement.
31. Perform all other related duties and responsibilities within the scope of employment as assigned by district and/or building-level supervisors.

Physical and Environmental Demands:

The following physical and environmental demands are representative of those that must be met by an employee to successfully perform the essential functions of this position and are not intended to be all-inclusive. Reasonable accommodations may be considered to enable individuals with disabilities to perform the essential responsibilities and functions of the position.

1. Sit stand, walk, bend, squat and/or kneel for extended periods of time.
2. Lift carry, push, or pull heavy objects or equipment up to 40 pounds that are needed to perform the functions of the position.
3. Reach with hands and arms and use hands and fingers to handle objects of all sizes, operate equipment, administer medications and provide medical treatments to students.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision needed to perform the functions of the position.
5. Assist any student enrolled in a Commission school or program, including those of varying weights, sizes, disabilities and ages from three to twenty-one.
6. Assist students by physically lifting, physically guiding, physically prompting, or physically redirecting, during a change of position from the floor or seated position to a standing position, from a standing to a seated position, from one seat to another, or into a horizontal position.
7. Assist students with Activities of Daily Living including feeding, toileting, diaper changing, personal care activities, and dressing.
8. Implement behavior intervention strategies including, but not limited to, approved physical redirection, prompting and/or physical restraint techniques to assist students with their academic and therapeutic programs.
9. Ability to tolerate occasional exposure to a variety of childhood and adult diseases and illnesses; blood and other potentially infectious bodily fluids; and a variety of chemical substances used for treatment of medical concerns or cleaning of facilities or equipment.

Board Approved: