

PROFESSIONAL STAFF POSITION

TITLE: Chief Medical Officer

QUALIFICATIONS:

1. Valid Medical Certificate, licensed to practice medicine and surgery in New Jersey
2. Broad knowledge of child health and development and understanding of laws and code governing school health programs
3. Experience in the delivery of medical services as determined by the board
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent of Schools

SUPERVISES: School nurses and other health services staff

JOB GOAL: To ensure the health and safety of students and staff through participation in the development of policies and procedures related to physical examinations/health screenings, school site health/safety standards and oversight of the school health services.

PERFORMANCE RESPONSIBILITIES:

1. Directs and supervises the conduct of physical examinations or health screenings of students and staff and oversees the delivery of school health services.
2. Consults with parents of children with identified illness, physical defects or other health-related conditions.
3. Provides advice and assistance in the development of district policies and procedures related to health, safety and emergency medical procedures.
4. Assists in the development of the district's annual School Nursing Plan.
5. Reviews and approves Do Not Resuscitate (DNR) orders and provides instruction to school staff.
6. Plans and administers a communicable disease control program and reports incidents of disease as required by law.

7. Ensures that all required health records are maintained in the prescribed format and in a manner which retains medical confidentiality.
8. Consults with the school nurse regarding the administration of medication.
9. Participates in case conferences with the child study team, as requested.
10. Examines students to determine medical eligibility to participate in sports; reviews reports from other licensed physicians regarding student eligibility and provides parents with written notification of approval or disapproval for athletic participation.
11. Serves as a school district liaison to the state and local departments of health and community health agencies.
12. Participates in the development of a comprehensive school health program and services and the planning and implementation of related inservice education activities.
13. Informs the community of the school health program and interprets school health policies and practices.
14. Performs other duties within the scope of certification and contractual agreement.

**TERMS OF
EMPLOYMENT:**

Contract and salary to be determined annually by the board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with board policy.