

# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

**SUPERVISORS – EDUCATIONAL**  
**1762 Supervisor of Medical and Nursing**  
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### **REVISED**

**JOB TITLE: SUPERVISOR OF MEDICAL AND NURSING**

**REPORTS TO: Assistant Superintendent or designee**

**SUPERVISES: School Nurses**

#### **NATURE AND SCOPE OF JOB:**

The Supervisor of Medical and Nursing utilizes supervisory skills in the coordination of the total School Health Services program, which includes the coordination of the district's medical services and providing input for the district's comprehensive health curriculum. The Supervisor of Medical and Nursing does not replace or supersede building principals, who are administratively responsible for the school health services staff and the comprehensive school health curriculum, but serves as a resource to Building Principals.

The supervisor bears the responsibility to work cooperatively in coordinating all school health services in accordance with the policies of the Paterson Board of Education, New Jersey State Board of Nursing, and the Rules and Regulations of the State Departments of Health and Education, as well as both federal and state laws.

#### **QUALIFICATIONS:**

The Supervisor of Medical and Nursing shall:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 (N.J.A.C. 6:11-11.8), a school nurse endorsement (N.J.A.C. 6:11-11.7), and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-9.6, et seq.
2. Hold a license as a Registered Professional Nurse in New Jersey.
3. Hold certification as a breath alcohol technician.
4. Hold and maintain a valid driver's license with no serious violations.
5. Demonstrate knowledge and understanding of child growth and development, community health and social service resources, as well as current health and community issues.

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6. Have excellent integrity and demonstrate good moral character and initiative.
7. Have experience in teaching, nursing and working with children and adolescents.
8. Demonstrate an understanding of current rules and regulations regarding Child Study Teams and special education assessment and program requirements.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, Administrators, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Assistant Superintendent for Pupil Personnel Services may find appropriate and acceptable.

#### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations.
4. Official College Transcripts.
5. Employment interview.

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### **EMPLOYMENT TERMS:**

The Supervisor of Medical and Nursing shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Supervisor of Medical and Nursing shall:

1. Monitor N.J. State Codes and prepare and disseminate district policies and procedures as necessary to maintain compliance.
2. Utilize strategic planning in the development and maintenance of a comprehensive school health service's plan.
3. Prepare the physician, nurse practitioner, and nurses' schedules and assignment to schools in the district.
4. Monitor and arrange for school medical coverage in cases of staff emergencies and/or absenteeism.
5. Schedule and monitor all special health screening programs (athletic physicals, tuberculosis screening, hepatitis B vaccine program, etc.) in compliance with N.J. State mandates.
6. Coordinate the health services component of the Preschool and Kindergarten Registration program.
7. Maintain records of all Mantoux testing for district employees and oversee Mantoux testing of students.
8. Monitor the District Nursing Services Department, make recommendations for change and improvement, and seek innovative methods to reduce the number of health problems demonstrated by students and/or staff.
9. Supervise the implementation of the Non-Public School Nursing Program.
10. Develop and monitor the computer medical information tracking module for medical documentation of all school nurses.

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11. Observe and evaluate medical staff, according to criteria and standards developed jointly by supervisors and staff, and approved by the Board of Education.
12. Identify nursing staff in-service needs and plans or delegates responsibility for structuring appropriate in-service programs to meet these needs.
13. Assist in the recruitment and interviewing of nursing, medical and health staff.
14. Participate in orientation of new staff members and plan orientation for new school nurses and physicians.
15. Coordinate the District Exposure Control Plan, staff training, site licenses, and medical waste disposal with schools and the Human Resources Department.
16. Maintain and oversee all reports of student accidents and incidents, including exposure to blood borne pathogens.
17. Serve as liaison between nurses, school administrators, school physicians and health, welfare and community agencies.
18. Serve on education committees in the district, community, and at other levels, as it applies to comprehensive school health services.
19. Submit statistical data on the effectiveness of the District Nursing Services Program to the Assistant Superintendent of Pupil Personnel Services.
20. Oversee the mandated health screenings and the keeping of a complete and accurate medical record for each student.
21. Oversee the keeping of a complete and accurate set of mandated immunization records for each student.
22. Confer with school nurses on specific health problems, which may arise in the individual school setting.
23. Assume the responsibility for the accounting and inventory of supplies, materials and equipment assigned to the District Nursing Services Department.
24. Prepare, submit and manage an annual budget for the District Nursing Services Department in accordance with the District Business Office.
25. Coordinate all data collection for health-related surveys by the State Departments of Education and Health.
26. Assist in the recruitment and interviewing of health and physical education teachers.
27. Coordinate the ongoing revision of the comprehensive school health/physical education curriculum in compliance with the New Jersey Core Curriculum Content Standards.

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28. Coordinate the ongoing revision of Character Education/Skills for Growing/Skills for Adolescent Curriculum in accordance with the New Jersey Core Curriculum Content Standards.
29. Coordinate district wellness workshops (Health Education Content Grades 1-4) with primary school nurses and Paterson EMS Department.
30. Be a Certified Breath Alcohol Technician and provide assistance to the transportation Supervisor and Maintenance Director in screening referred CDL employees.
31. Provide coordination of student drug screenings in conjunction with the Substance Awareness Coordinator.
32. Provide leadership and consultation to the Human Resources Department with regard to staff health and wellness activities.
33. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required one hundred (100) clock hours of State approved continuing professional development every five years in accordance with State and District procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
34. Recommend policies and procedures that promote a healthy and supportive school environment.
35. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
36. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
37. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
38. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
39. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or Assistant Superintendent of Pupil Personnel Services and not otherwise prohibited by law or regulation.

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40. Adhere to New Jersey School Law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

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5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### **EVALUATION**

The Assistant Superintendent or other designee of the State District Superintendent shall evaluate the Supervisor of Medical and Nursing in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

  
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Approved

7-1-2014  
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Date