

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**CHILD STUDY TEAM/COUNSELOR  
/MEDICAL PERSONNEL  
3211 School Nurse  
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**JOB TITLE:** SCHOOL NURSE  
**REPORTS TO:** Principal and Supervisor of Nursing Services  
**SUPERVISES:** Students

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

Serves as the primary advocate for the health and well being of students and staff within the school. Responsibilities include health screenings and services, emergency first aid, the care of those who are ill and injured while in the school, maintenance of health records, and instruction in sound health practices.

### **QUALIFICATIONS:**

The School Nurse 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 with 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. 6:11-10.1 et seq.
2. Hold a license as a registered professional nurse (RN) in New Jersey.
3. Hold and maintain a current CPR certification and Professional Rescuer Certification.
4. Hold and maintain a valid driver's license with no serious violations.
5. Show evidence of successful school nurse experience preferred including teaching of health related topics.
6. Demonstrate knowledge and understanding of child growth and development, wellness education, community health and social service resources, and current health issues.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, the community, and health and social service agencies.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

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11. 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.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
13. 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.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent 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 when school nursing services and teaching were performed.
4. Official college transcripts.
5. Employment interview.

### **EMPLOYMENT TERMS:**

The School Nurse shall be employed under the following terms:

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

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

The School Nurse shall:

1. Work in concert with the school administration, School Medical Director/School Physician and other medical personnel who are appointed by the Board, completing appropriate records and reports and carrying out medical orders that may be issued.
2. Plan and conduct the health screening, biennial nursing assessments, health appraisals, and health surveys (e.g., blood pressure, dental, vision, hearing, height, and weight, scoliosis, assisting with athletic physicals, etc.) as established by the Board. Make referrals as indicated, and informing parents and appropriate staff of the need for corrective care (N.J.S.A. 18A:40-4 et seq., and N.J.A.C. 6A:16-2.2).
3. Maintain and ensure the confidentiality of a complete up-to-date student health record. Such records include, but are not limited to immunization data, T.B. testing, screenings, referrals, follow-up required, and specific medical conditions.
4. Complete and submit in a timely fashion all medical forms and reports, including accident reports, as required by statute, regulation, policy, or as requested.
5. Fulfill State requirements and district policies for communicable disease control and the exclusion and readmission of pupils for reasons of health, reviewing all doctor and medical notes submitted to the school by students and parents. Provide instruction to all teachers on methods to detect the first signs of communicable disease (N.J.S.A. 18A:40-3).
6. Administer medication to students in accordance with law, Policy, and Regulation 5330.
7. Follow protocols that provide for crisis intervention for acute illness, injury and emotional disturbances.
8. Provide emergency care arising from accident and illness at school in accordance with Policy and Regulations 5330 and 8441. Make arrangements for treatment at hospitals or clinics in an emergency or when requested by the school principal.
9. Understand and follow established procedures for sanitation and hygiene in the handling of body fluids (N.J.A.C. 6:29-2.5). Ensure that all staff understand and follow established procedures.
10. Address staff annually regarding universal precautions.
11. Follow acceptable and established procedures for the disposal of medical waste.
12. Select, arrange for purchase, and store appropriate medical supplies and equipment necessary to operate a school health office. Recommend a budget to support the health services program.

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13. Assume a leadership role in identifying students with health problems that may interfere with effective learning. Advise the School Administrator, I & RS Team, and Child Study Team and instructional personnel when the need to make adjustments in the instructional program is required as a result of a health condition.
14. Work with community health agencies and resources to provide a comprehensive and coordinated health services program for the school and its students.
15. Participate as a health specialist on the Child Study Team and the Intervention and Referral Team in the identification and placement of students in need of special services.
16. Consult with the Child Study Team, Attendance Officer, and other school personnel regarding the health of a child and the home situation, recognizing that the total family health and home status is important to the welfare of the child.
17. Plan and implement school health management protocols for the child with chronic health problems.
18. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids. Follow district policy for Crisis Intervention and DYFS reporting.
19. Counsel students, staff, and parents concerning health issues, care, treatment, and other community health issues.
20. Serve as a resource to the instructional staff in developing curriculum, modifying instruction and selecting the materials used to meet the State Core Curriculum Content Standards for a comprehensive health education program.
21. Teach students, upon request of classroom teacher or Building Administrator selected health topics including but not limited to:
  - Health promotion and disease prevention concepts and health-enhancing behaviors.
  - Health-enhancing personal, interpersonal, and life skills.
  - Effects of the use and abuse of alcohol, tobacco, and other drugs.
  - Biological, social, cultural, and psychological aspects of human sexuality and family life.
  - Health-related fitness concepts.

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- Career planning and workplace readiness skills.
  - Critical thinking, decision-making, and problem solving skills.
  - Self-management skills.
  - Safety principles.
22. Serve as a resource to classroom teachers on comprehensive health related instruction so that all students demonstrate competency in the Core Curriculum Content Standards.
  23. Understand and communicate current developments in the health field through reading of professional journals, participation in professional development, and involvement in professional organizations.
  24. Complete the required 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).
  25. Recommend policies and procedures that promote a healthy school environment and a clean, safe facility. Identify and communicate to the principal any unsafe practices or conditions.
  26. Attend required staff meetings and serve, as appropriate, on staff committees.
  27. Maintain a safe and clean health office including the care and maintenance of all health office equipment needed to carry out job functions and responsibilities.
  28. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
  29. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
  30. Perform any duties that are within the scope of the New Jersey Nurse Practice Act, employment and certifications, as assigned by the Principal and supervisor and not otherwise prohibited by law or regulation.
  31. 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.

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### **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.
6. Reach with hands and arms and use hands and fingers to handle objects and operate nursing assessment 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.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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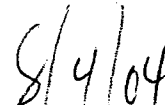
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### EVALUATION:

The Principal and Supervisor of Nursing Services shall evaluate the School Nurse in accordance with Policy No's 3221 or 3222, Regulation No's 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

  
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Approved

  
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Date