

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**CHILD STUDY TEAM/COUNSELOR
/MEDICAL PERSONNEL
3225 Nurse Aid-Early Childhood
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JOB TITLE: NURSE AIDE – EARLY CHILDHOOD

REPORTS TO: The Assistant Superintendent for Early Childhood Education

SUPERVISES: Pupils

NATURE AND SCOPE OF JOB:

The Nurse Aide – Early Childhood assists the Child Health Coordinators in providing coordinated health care services in the contracted Abbott preschool centers.

QUALIFICATIONS:

The Nurse Aide – Early Childhood shall:

1. Hold a Medical Assistant Certificate or be certificated as a Licensed Practical Nurse.
2. Have a minimum three (3) years related experience and/or training.
3. Be computer literate.
4. Be able to work independently.
5. Have a working knowledge of community health care systems.
6. Be bilingual (preferred).
7. Hold a valid driver's license with no serious violations.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, 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, 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.

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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 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.
4. Official college transcripts.
5. Employment Interview.

EMPLOYMENT TERMS:

The Nurse Aide – Early Childhood shall be employed under the following terms:

1. Work year of ten months, plus twenty days in the summer.
2. Salary, benefits, leave time, and conditions 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.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Nurse Aide – Early Childhood shall:

1. Work with the Abbott Health Services in association with community health services.
2. Assist with health screenings for children attending Abbott contracted centers.
3. Assist with clerical needs of the Health Services.
4. Assist with medical services as provided by the Abbott Health Services.
5. Assist with special programs providing training in health and safety to center staff, families, and children.
6. Ensure the development, maintenance and confidentiality of all child, parent, and provider health services records.

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7. Assist with monthly report including the following:
 - Numbers of children screened
 - Referrals
 - Technical assistance provided to centers and on what topics
 - Any other training provided and to whom.
8. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
9. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
10. Use computers and/or electronic equipment to fulfill job functions.
11. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
12. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
13. Maintain a safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
14. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
15. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
16. Perform any duties that are within the scope of employment and certifications, as assigned by their supervisor, and not otherwise prohibited by law or regulation.
17. 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:

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

EVALUATION:

The Assistant Superintendent for Early Childhood Education shall evaluate the Nurse Aide – Early Childhood in accordance with Policy No. 4220, Regulation No. 4220, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

12/10/03
Date