Tenafly PUBLIC SCHOOLS

SCHOOL NURSE

Qualifications:

- Valid New Jersey School Nurse Endorsement
- Minimum experience as determined by the board
- Demonstrated expertise in school health nursing practice and emergency procedures
- Knowledge of child growth and development, community and family dynamics, current health issues, and wellness education
- Knowledge of community health and social services resources and ability to communicate effectively with non-school health professionals and social service agencies
- Required criminal history check and proof of U.S. citizenship or resident alien status

Primary Function:

To promote health and safety in the school environment and provide health services to students, faculty, and staff; to assist with the teaching of sound health practices.

Direct Report:

Director of Special Education

Specific Duties and Responsibilities:

- Support the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
- Works in cooperation with the school physician, other school health professionals members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
- Maintains a professional office environment.
- Conducts health services and screening programs as required by law and/or board policies.
- Schedules and supervises health surveys of students and staff. Assists the school physician with physical examinations; makes referrals and conducts follow-up activities as necessary.
- Provides emergency care in case of sudden illness and administers first-aid in case of injury to students or staff according to established policies and procedures. Is responsible for the availability and maintenance of required medical supplies and equipment.
- Maintains up-to-date health records on all students, maintains separate records of immunizations for the purpose of immunization record auditor and ensures their confidentiality.
- Helps prevent and control communicable disease through lectures, inspections, exclusion, and re-admission of students and staff in keeping with state and local health regulations and school policies.
- Notifies principal or his/her designee to arrange for immediate examination of any pupil who appears to be under the influence of alcohol or other drugs.
- Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students. Coordinates with the Director of Special Services in the development and implementation of the district's emergency and crisis management plan.
- Provides for a smooth transition from elementary school through high school, which may include orientation programs for students and parents.
- Assists the principal and the child study team in the identification and placement of students with disabilities who need special education services.
- Maintains a close relationship with the child study team, following directives and recommendations and IEP stipulations as needed.
- Participates in the development of a comprehensive health education curriculum and serves as a health/safety education resource person to teachers. Upon request, assists teachers with instruction of

certain health units and/or may provide direct instruction to students.
- Promotes healthy/safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the school. Reports problems promptly to the principal.
- Administers prescribed medication to students in accordance with law and board policy. Provides training and supervision of the emergency administration of epinephrine for designated school staff.
- Collaborates with community and other non-school health agencies to meet the health needs of children and families.
- Provides special health care and related services to meet the needs of students with disabilities.
- Maintains professional competence through in-service education and participation in other professional development activities. Receives training in the treatment of asthma and maintains valid current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certificates, as required by law and administrative code.
- Assists in the development of policies and procedures for comprehensive health education and services.
- Prepares health and safety reports as required by law and/or requested by the principal.
- Reports any suspicion of child abuse to the New Jersey Child Protection and Permanency Agency and building principal or his/her designee.
- Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
- Performs other related duties as assigned by the Director of Special Education.

Terms of Employment:
Teachers' Work Year, salary and other terms and conditions as assigned by the Board and negotiated by the TEA.

Evaluation:
Annual evaluation in accordance with state law and regulations and Tenafly Board of Education policy.

Board Approved:
11/13/12

Revised: