

**EAST RUTHERFORD BOARD OF EDUCATION**  
**Job Description**

---

**TITLE:** SCHOOL NURSE (Instructional)

- QUALIFICATIONS:**
1. Valid New Jersey School Nurse Certificate
  2. Demonstrated expertise in school health nursing practice and emergency procedures
  1. Knowledge of child growth and development, community and family dynamics, current health issues, and wellness education
  2. Knowledge of community health and social services resources and ability to communicate effectively with nonschool health professionals and social service agencies
  3. Required criminal history background check and proof of US citizenship or legal resident alien status

**REPORTS TO:** Principal and Director of Student Services and Curriculum

**SUPERVISES:** N/A

**JOB GOAL:** 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.

- PERFORMANCE RESPONSIBILITIES:**
1. Works in cooperation with the school physician, other school health professionals (e.g. dentist, noncertified nurses, optometrist), members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness
  2. Conducts health services and screening programs as required by law and/or board policies.
  3. 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.
  4. 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.

5. 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.
4. 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.
5. 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.
6. Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students. Participates in the development and implementation of the district's emergency and crisis management plan.
7. Assists the principal and the child study team in the identification and placement of students with disabilities who need special education services.
8. 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.
9. 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.
10. 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.
11. Collaborates with community and other nonschool health agencies to meet the health needs of children and families.
12. Provides special health care and related services to meet the needs of students with disabilities.
13. Assists the principal with the preparation of the schools health budget.
14. Maintains professional competence through in-service education and participation in other professional development activities. Receives training in the treatment of asthma and maintains a valid

current Cardiopulmonary Resuscitation certificate as required by law and administrative code.

17. Assists in the development of policies and procedures for comprehensive health education and services.
15. Develop and maintain the annual School Nursing Plan in conjunction with the Chief School Administrator and the school physician. The annual School Nursing Plan will include a description of basic nursing services provided; a summary of specific medical needs of individual students and how they will be addressed; a description of emergency nursing services; detailed nursing assignments for all school buildings; and a description of nursing and additional medical services to nonpublic schools.
16. Prepares health and safety reports as required by law and/or requested by the principal.
17. Reports any suspicion of child abuse to the Division of Youth and Family Services and building principal or his/her designee.
18. Performs such other appropriate duties as required under law or as may be assigned by the Administration.

TERMS OF  
EMPLOYMENT:

Salary and work year to be established by the board of education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the board's policy on evaluation of certified staff.

APPROVED BY: Board of Education

DATE: 2/23/12

Legal References:

N.J.S.A. 18A:6-7.1	Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment
N.J.S.A. 18A:16-1	Officers and employees
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:17-46	Violence, vandalism and substance abuse incident report
N.J.S.A. 18A:27-10	Non-tenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
N.J.S.A. 18A:28-5	Tenure of teaching staff member
N.J.S.A. 18A:29-4.2	Payment of school nurse according to teachers salary guide
N.J.S.A. 18A:37	Discipline of pupils
N.J.S.A. 18-A:40	Promotion of health and prevention of disease
N.J.S.A. 18A:40A	Substance abuse

*See particularly:*  
N.J.S.A. 18A:40A-12

N.J.S.A 18A:40A-13

N.J.S.A. 18A:40A-14

N.J.S.A. 6A:9

N.J.S.A. 6A:9-3.3

N.J.S.A. 6A:9-5

N.J.S.A. 6A:9-8

N.J.S.A. 6A:9-13.3

N.J.S.A. 6A:9-15

N.J.S.A. 6A:14-3.4

N.J.S.A. 6A:16

*See particularly:*

N.J.S.A.6A:16-1.4

N.J.S.A. 6A:16-2

N.J.S.A. 6A:16-3

N.J.S.A. 6A:16-4

N.J.S.A. 6A:16-5.1

N.J.S.A. 6A:16-5.3

N.J.S.A. 6A:16-8

N.J.S.A. 6A:16-11

N.J.S.A. 6A:24

N.J.S.A. 6A:32-4

N.J.S.A. 6A:32-4.4

N.J.S.A. 6A:32-4.5

N.J.S.A. 6A:32-5.1

N.J.S.A. 6A:32-6

N.J.S.A. 6A:32-7

N.J.S.A. 8:6.1-1.1(j)

N.J.S.A. 8:57-4.1-4.16

N.J.S.A. 12:100-4.2

Reporting of pupils under influence or believed to be using anabolic steroids; examination; report; return home; treatment; evaluation of possible need and referral

Immunity for educational and medical personnel, officers or agents because of actions taken by virtue of act

Civil immunity for educational personnel reporting pupils

Professional licensure and standards

Professional standards for teachers

General certification. policies

Requirements for instructional certificate

School nurse

Required professional development for teachers

Evaluation

Programs to support student development

District policies and procedures

General provisions for school health services

Comprehensive alcohol, tobacco and other drug abuse program

Procedures for alcohol, tobacco and other drug abuse intervention

School safety and security plans

Incident reporting of violence, vandalism and substance abuse

Intervention, and referral services

Reporting potentially missing or abused children

Urban education reform in the Abbott districts

Employment of teaching staff

Evaluation of tenured teaching staff members

Evaluation of non-tenured teaching staff members

Standards for determining seniority

School employee physical examinations

Student records

Universal precautions

Immunization monitoring

Adoption by reference