

**GREAT MEADOWS REGIONAL  
BOARD OF EDUCATION**

**JOB DESCRIPTION**

**TITLE: SCHOOL NURSE**

**QUALIFICATIONS:**

N.J. School Nurse Certificate.

Demonstrated experiences in school health nursing practices.

Knowledge of community and individual health and social service resources.

Ability to effectively communicate with all health professionals and social service agencies.

Required criminal history background check

New Jersey residency required

**REPORTS TO:**

Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Works in cooperation with principal, school physician, teachers and parents to provide and ensure a healthy school environment.
2. Schedules and assists in all medical screenings and examinations for the school physician, the Child Study Team, and other school assistance and management teams.
3. Assists in all pre-school, kindergarten, and transfer student's health and medical records, assessments, appraisals, and distributes that material to appropriate personnel.
4. Acts as the district liaison to appropriate health agencies including but not limited to the N.J. Department of Education, the Department of Human Services, the state and county health agencies, public nurse agencies, Division of Youth and Family Services and other appropriate physical and mental health providers.
5. Teaches appropriate classes, units of study and/or lessons in individual and family health, family living, grooming, health and medical prevention measures, systems of the body, communicable diseases, health related careers, exercise, diet, and wellness in growth and

development.

6. Provides emergency care and administers first-aid in case of sudden illness or injury to students or staff according to established codes, policies, and procedures.
7. Maintains up-to-date health records on all students including medical histories, immunizations, school health/accident incidents, school health assessments and screenings, and ensure their confidentiality.
8. Coordinates nurse's suite volunteers to assist the teachers and students.
9. Notifies the building principal to arrange for immediate examination of any pupil who appears to be under the influence of controlled dangerous substances.
10. Reviews the health records of pupils referred to the pupil assistance committee, Child Study Team, Crisis Management Team, or such appropriate committees and assists in the implementation of special and related services according to the improvement plan.
11. Participates in the development of a comprehensive health education curriculum and serves as the district's and school's resource for health, safety, nutrition, and wellness information.
12. Administers, prescribed medication to students in accordance with the law and board policy.
13. Provides special health care and related services to meet the needs of students with disabilities.
14. Prepare all health and safety reports as required by law and/or requested by the N.J. Department of Education and the building principal.
15. Performs such other appropriate activities, tasks, or assignments as designated by the building principal.

**TERMS OF EMPLOYMENT:** Ten month continued employment

**EVALUATION:** Performance of this job will be evaluated in accordance with state law and the provisions of Board policy and completed by the Principal.

Revised: Dec. 17, 2019

Employee Signature