

SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS  
JOB DESCRIPTION  
SCHOOL NURSE

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**Date of Adoption:** December 22, 2011

**JOB TITLE:** School Nurse

**REPORTS TO:** Director of Special Services and School Principal

**NATURE AND SCOPE OF JOB:**

The school nurse is responsible for developing and implementing an effective school health services program designed to promote, protect, and maintain the optimum health of all pupils and district personnel.

**QUALIFICATIONS:**

1. Hold a 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. 6:11-9.3 and 9.5).
2. Hold a Degree from an accredited college or university.
3. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Hold a valid driver's license with no serious violations.
6. Demonstrate knowledge and understanding of effective discipline strategies and motivation, curriculum development and program evaluation, student growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively, both orally and in writing.
9. Demonstrate the ability to use current technology for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. 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.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
12. 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.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

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**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

**JOB RESPONSIBILITIES:**

Under the direction of the Principal, and within the Board of Education policies, the School Nurse is responsible for, and has commensurate authority to accomplish, the duties set forth below:

- A. Documents and processes medical examinations for new, transfer, child study team and sport athletic students.
- B. Reviews immunization records for Pre-K to Grade 12 pupils.
- C. Conducts annual screenings: height, weight, vision, hearing and scoliosis of pupils in accordance with state mandates.
- D. Assists in the identification of children with health needs and collaborates with the appropriate personnel in family meetings.  
  
Confers with pupils and/or their parents regarding health problems. Provides special health care and related services to meet the needs of the handicapped pupils.  
  
Assists parents to obtain needed corrective care.  
  
Confers with and assists teachers in making adjustments in student's programs and environment to meet health needs.  
  
Insures parental and staff compliance with health regulations regarding communicable diseases.  
  
Develops care plans for students with significant health issues.
- E. Provides emergency aid and care when required to pupils and district personnel.
- F. Maintains appropriate confidential health records for each pupil and effects proper transmittal of health records for pupils transferring within, into, or out of the district.
- G. Assists with the processing of accident reports for school injuries for students and staff.
- H. Collaborates with other professionals to develop the health education curriculum.
- I. Consult with school personnel, pupils and parents regarding health problems,

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- services, programs and resources.
- J. Assists teachers with planning health education programs and acquiring health resource materials.
- K. Teaches health curriculum at the elementary level in accordance with state guidelines.
- L. Assists in developing a safe, healthy school environment.
- M. Identifies health service needs and makes recommendations for improvement or change.
- N. Performs supply audit and submits requests.
- O. Acts as a liaison with administrative and supervisory personnel, school physicians, community members and agencies, teachers and parents, regarding health needs of pupils and district staff.
- P. Administers medication when ordered by the family physician.
- Q. Develops, maintains and evaluates records, reports and procedures necessary to carry out school health services programs.
- R. Acts as a resource person to students and guidance personnel regarding health careers.
- S. Interprets significant findings in health history, physical assessment and reports of medical consultants and makes recommendations to Department of Special Services.
- T. Participates in evaluation of new school entrants, as needed, to identify health concerns.
- U. Trains personnel to act as Epi Pen delegates or glucagon delegates if needed.
- V. Serves as a member of the I&RS Team.
- W. Reviews all field trip rosters and determines the need for a nurse to be in attendance. Attends trip if substitute is not available.
- Z. All other duties as assigned.

**EVALUATION:**

The Director of Special Services and/or Principal shall evaluate the School Nurse in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.