

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
REGISTERED NURSE

Date of Adoption: December 17, 2020

JOB TITLE: Registered Nurse

REPORTS TO: Director of Special Services and School Principal

NATURE AND SCOPE OF JOB:

The registered nurse assists in the development and implementation of an effective school health services program designed to promote, protect, and maintain the optimum health of all students and district personnel.

QUALIFICATIONS:

1. Current valid license as a Registered Nurse in the State of New Jersey.
2. Current CPR and AED certification.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Hold a valid driver's license with no serious violations.
5. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
6. Demonstrate the ability to communicate effectively, both orally and in writing.
7. Demonstrate the ability to use current technology for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
8. 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.
9. 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 the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
10. 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.
11. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

Salary and work year to be determined by the Board of Education.

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JOB RESPONSIBILITIES:

1. Assist in maintaining the health office under the direction of the school nurse and/or lead nurse.
 - 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 students.
 - c. Conducts annual screenings: height, weight, vision, hearing and scoliosis of students in accordance with state mandates.
 - d. Assists in the identification of children with health needs and collaborates with the appropriate personnel in family meetings.
 - e. Confers with students and/or their parents regarding health problems.
 - f. Provides special health care and related services to meet the needs of the handicapped students.
 - g. Assists parents to obtain needed corrective care.
 - h. Confers with and assists teachers in making adjustments in student's programs and environment to meet health needs.
 - i. Insures parental and staff compliance with health regulations regarding communicable diseases.
 - j. Develops care plans for students with significant health issues.
 - k. Provides emergency aid and care when required to students and district personnel.
 - l. Maintains appropriate confidential health records for each student and affects proper transmittal of health records for students transferring within, into, or out of the district.
 - m. Assists with the processing of accident reports for school injuries for students and staff.
 - n. Consults with school personnel, students and parents regarding health problems services, programs and resources.
 - o. Assists with planning health education programs and acquiring health resource materials.
 - p. Assists in developing a safe, healthy school environment.
 - q. Identifies health service needs and makes recommendations for improvement or change.
 - r. Performs supply audit and submits requests.
 - s. Acts as a liaison with administrative and supervisory personnel, school physicians, community members and agencies, teachers and parents, regarding health needs of students and district staff.
 - t. Administers medication when ordered by the family physician.
 - u. Develops, maintains and evaluates records, reports and procedures necessary to carry out school health services programs.
 - v. Acts as a resource person to students and guidance personnel regarding health careers.

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- w. Interprets significant findings in health history, physical assessment and reports of medical consultants and makes recommendations to the Department of Special Services.
 - x. Participates in evaluation of new school entrants, as needed, to identify health concerns.
 - y. Trains personnel to act as EpiPen delegates or glucagon delegates if needed.
 - z. Serves as a member of the I&RS Team.
 - aa. Reviews all field trip rosters and determines the need for a nurse to be in attendance. Attends trip if a substitute is not available.
 - bb. Maintain up-to-date cumulative health records for each student.
2. Performs all other duties as assigned by the Superintendent of Schools and/or designee.

EVALUATION:

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