

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL

3216 Nurse/State Job Code 4002

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JOB TITLE: NURSE

REPORTS TO: Principal and Director of Pupil Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Serves as an additional advocate for the health and well being of students and staff within the district under the supervision of a certified school nurse. Responsibilities include health screenings and services, emergency first aid, the care of those who are ill and injured while in the school, maintenance of health records, and instruction in sound health practices. Additional responsibilities may include private duty nursing for students in out of district schools for students with disabilities.

QUALIFICATIONS:

The Nurse shall:

1. Hold a license as a registered professional nurse (RN) or licensed practical nurse (LPN) in New Jersey.
2. Hold and maintain a current CPR/AED certification and Professional Rescuer Certification.
3. Hold and maintain a valid driver's license with no serious violations.
4. Show evidence of successful school nurse experience including teaching of health related topics.
5. Demonstrate knowledge and understanding of child growth and development, wellness education, community health and social service resources, and current health issues.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, the community, and health and social service agencies.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

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10. Provide proof of eligibility to work in the United States by completing the I-9 form.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
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 alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations when school nursing services and teaching were performed.
4. College transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Nurse shall be employed under the following terms:

1. Work year of ten months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement or in some cases a non-aligned contract consistent with the nurse's private duties.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Nurse shall:

1. Work in concert with the school nurse(s), administration, School Medical Director/School Physician and other medical personnel who are appointed by the Board, completing appropriate records and reports and carrying out medical orders that may be issued.

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2. Coordinate with the school nurse regarding the health screening, biennial nursing assessments, health appraisals, and health surveys (e.g., blood pressure, dental, vision, hearing, height, and weight, scoliosis, assisting with athletic physicals, etc.) as established by the Board. Make referrals as indicated, and informing parents and appropriate staff of the need for corrective care (N.J.S.A. 18A:40-4 et seq., and N.J.A.C. 6A:16-2.2.).
3. Maintain and ensure the confidentiality of a complete up-to-date student health record. Such records include, but are not limited to immunization data, T.B. testing, screenings, referrals, follow-up required, and specific medical conditions.
4. Complete and submit in a timely fashion all medical forms and reports, including accident reports, as required by statute, regulation, policy, or as requested.
5. Fulfill State requirements and district policies for communicable disease control and the exclusion and readmission of pupils for reasons of health, reviewing all doctor and medical notes submitted to the school by students and parents. Provide instruction to all teachers on methods to detect the first signs of communicable disease (N.J.S.A. 18A:40-3).
6. Administer medication to students in accordance with law, Policy, and Regulation 5330.
7. Follow protocols that provide for crisis intervention for acute illness, injury and emotional disturbances.
8. Provide emergency care arising from accident and illness at school in accordance with Policy and Regulations 5330 and 8441. Make arrangements for treatment at hospitals or clinics in an emergency or when requested by the school principal.
9. Understand and follow established procedures for sanitation and hygiene in the handling of body fluids (N.J.A.C. 6:29-2.5). Ensure that all staff understand and follow established procedures.
10. Assist the school nurse in addressing staff annually regarding universal precautions.
11. Follow acceptable and established procedures for the disposal of medical waste.
12. Coordinate with the school nurse the selection, arrangement for purchase, and storage of appropriate medical supplies and equipment necessary to operate a school health office. Recommend a budget to support the health services program.
13. Assist the school nurse in identifying students with health problems that may interfere with effective learning. Advise the School Administrator, I & RS Team, and Child Study Team and instructional personnel when the need to make adjustments in the instructional program is required as a result of a health condition.
14. When needed or requested work with community health agencies and resources to provide a comprehensive and coordinated health services program for the school and its students.
15. Participate, alongside the school nurse, as a health specialist on the Child Study Team and the Intervention and Referral Team in the identification and placement of students in need of Pupil Services.

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16. Consult with the school nurse, Child Study Team, Attendance Officer, and other school personnel regarding the health of a child and the home situation, recognizing that the total family health and home status is important to the welfare of the child.
17. Assist in the planning and implementation school health management protocols for the child with chronic health problems.
18. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids. Follow district policy for Crisis Intervention and DYFS reporting.
19. Collaborate with the school nurse when counseling students, staff, and parents concerning health issues, care, treatment, and other community health issues.
20. Serve as a resource to classroom teachers on comprehensive health related instruction so that all students demonstrate competency in the New Jersey Student Learning Standards or provide Health and Nutrition programming consistent with N.J.A.C. 6A:13A and the Preschool Program Implementation Guidelines.
21. Ride the school bus with out of district students with disabilities who require a nurse on the bus as per the child(ren's) Individualized Education Plan (IEP) and administer emergency medication when need.
22. Understand and communicate current developments in the health field through reading of professional journals, participation in professional development, and involvement in professional organizations.
23. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and District procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
24. Assist in the recommendation of policies and procedures that promote a healthy school environment and a clean, safe facility. Identify and communicate to the principal any unsafe practices or conditions.
25. Attend required staff meetings and serve, as appropriate, on staff committees.
26. Maintain in safe, clean condition, all health office equipment needed to carry out job functions and responsibilities.
27. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
28. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

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29. When requested develop a preschool screening schedule and perform said screenings in accordance with N.J.A.C 6A:13A.
30. Perform any duties that are within the scope of the New Jersey Nurse Practice Act, employment and certifications, as assigned by the Principal and Director of Pupil Services and not otherwise prohibited by law or regulation.
31. Perform any duties that are within the scope of the New Jersey Nurse Practice Act, employment and certifications, as assigned by the Principal and Director of Pupil Services and not otherwise prohibited by law or regulation.
32. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
33. Act as a substitute school nurse when needed.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey or exchange information effectively.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate nursing assessment tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.

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3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Principal and Director of Pupil Services shall evaluate the School Nurse in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: August 2024