

EAST ORANGE SCHOOL DISTRICT  
East Orange, New Jersey



**SCHOOL NURSE**  
Position

**REPORTS TO:** School Principal/ Director of Special Education

**RESPONSIBILITIES:**

Provides preventive health services to facilitate the student's optimal physical, mental, emotional and social growth and development. Identifies problems and disabilities and provides such services as case finding, health education, referring and care in order to help prevent serious health problems which would later be more difficult and costly to address. Supports the education process by working to assure the health of the students.

**DUTIES:**

1. Conducts school health service, including physical examinations, immunizations, and tests for hearing and vision
2. Assumes responsibility for selection and referral of students in need of medical and dental care
3. Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters
4. Maintains up-to-date cumulative health records on all students
5. Observes students on a regular basis to detect health needs
6. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness
7. Visits student homes when necessary
8. Participates with school staff in developing and implementing total school health program
9. Contacts homes of children referred by principals
10. Advises on modification of the educational program to meet health needs of individual students
11. Administers first aid in accordance with established first aid procedures
12. Prepares and submits reports as required
13. Advises on the exclusion and readmission of students in connection with infectious and contagious diseases
14. Advises teachers on health matters, particularly regarding screening for students health defects
15. Assists school personnel in establishing sanitary conditions in schools
16. Attends committee meetings and conferences regarding health service and health curriculum
17. Participates in in-service training programs
18. Performs other duties which may be assigned

## **HUMAN RELATIONS**

### **1. With Students**

- a. Exhibits good rapport with students
- b. Demonstrates respect for the rights of students
- c. Displays sensitivity to students by listening to them and responding professionally to their needs
- d. Promotes in each student a sense of personal growth and positive self-esteem
- e. Demonstrates patience, empathy, and understanding
- f. Promotes cooperation and teamwork
- g. Creates a supportive environment
- h. Is a positive role model for students in speech, appearance, and behavior
- i. Demonstrates sensitivity to cultural diversity

### **2. With Parents/Guardians**

- a. Actively pursues open communication with parents/guardians, as needed

### **3. With Staff**

- a. Collaborates cooperatively with staff and the administration in achieving the district's educational goals
- b. Exhibits professional and ethical attitudes and behaviors towards colleagues

## **SCHOOL WIDE EFFECTIVENESS**

1. Implements required school regulations and administrative requests
2. Provides for a safe and clean environment
3. Positively contributes to the development and maintenance of faculty and student morale
4. Promotes and fosters parent/guardian and community confidence in the schools' programs and efforts
5. Participates in the development and evaluation of curriculum
6. Contributes/lends assistance to committees, staff meetings, and/or individuals promoting school-related activities
7. Arrives at school and classes on time
8. Demonstrates satisfactory attendance as defined by district policy

## **PROFESSIONAL GROWTH**

1. Seeks assistance, when necessary
2. Accepts and uses constructive suggestions
3. Participates in professional improvement opportunities including, but not limited to, taking courses, attending workshops, reading current materials, and participating in professional organizations
4. Shares and implements acquired professional knowledge and skills among the school community
5. Submits and documents appropriate growth goals and objectives through a professional improvement plan (PIP) and/or professional portfolio
6. Actively works toward fulfilling state-mandated professional development requirements

## **QUALIFICATIONS**

1. Bachelor's Degree
2. Valid New Jersey School Nurse Certificate
3. Prior nursing or related experience preferred
4. Good written, verbal, communication, and interpersonal skills
5. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education
6. Required criminal history background check and eligibility to work in the United States
7. All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52:14-7 (L.2011, Chapter 70)

## **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.*

**Vision:** (which may be corrected) to read small print; view a computer screen for prolonged periods

**Hearing:** (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

**Speech:** to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

**Upper Body Mobility:** use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

**Strength:** to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

**Environmental Requirements:** encounter constant work interruptions; work cooperatively with others; work independently; work indoors

**Mental Requirements:** read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

## **APPLICATION PROCEDURE:**

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

## **SELECTION PROCEDURE:**

1. Review of credentials filed with the Superintendent of Schools
2. An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
3. The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

**TERM OF EMPLOYMENT**

Ten-month work year

**SALARY RANGE**

Negotiated Bargaining Agreement between the EOBOE and the EOEA

***Board Approval Date: October 12, 2021***

*Rev. 09/14/2021*