

Middlesex Public Schools  
**JOB DESCRIPTION**

**Job Title:** **SCHOOL NURSE** (Instructional)

**Qualifications**

1. Valid New Jersey School Nurse Certificate
2. Demonstrated expertise in school health nursing practice and emergency procedures
3. Knowledge of child growth and development, community and family dynamics, current health issues, and wellness education
4. Knowledge of community health and social services resources and ability to communicate effectively with non-school health professionals and social service agencies.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**Reports to:** Principal

**Job Goal:** To promote health and safety in the school environment and provide health services to students, faculty and staff; to assist with the teaching of sound health practices

**Performance Responsibilities:**

1. Works in cooperation with the school physician, other school health professionals (e.g. dentist, non-certified nurses, optometrist), members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
2. Conducts health services and screening programs as required by law and/or board policies.
3. Schedules and supervises health surveys of students and staff. Assists the school physician with physical examinations; makes referrals and conducts follow-up activities as necessary.
4. Provides emergency care in case of sudden illness and administers first aid in case of injury to students or staff according to established policies and procedures. Is responsible for the availability and maintenance of required medical supplies and equipment.
5. Maintains up-to-date health records on all students, maintains separate records of immunizations for the purpose of immunization record auditor and ensures their confidentiality.

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6. Helps prevent and control communicable diseases through lectures, inspections, exclusion and re-admission of students and staff in keeping with state and local health regulations and school properties.
7. Notifies principal or his/her designees to arrange for immediate examination of any pupil who appears to be under the influence of alcohol or other drugs.
8. Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students. Participates in the development and implementation of the district's emergency and crisis management plan.
9. Assists the principal and the child study team in the identification and placement of students with disabilities who need special education services.
10. Participates in the development of a comprehensive health education curriculum and serves as a health/safety education resource person to teachers. Upon request, assists teachers with instruction of certain health units.
11. Promotes healthy/safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the school. Reports problems promptly to the principal.
12. Administers prescribed medication to students in accordance with law and board policy. Provides training and supervision of the emergency administration of epinephrine for designated school staff.
13. Collaborates with community and other non-school health agencies to meet the health needs of children and families.
14. Provides special health care and related services to meet the needs of students with disabilities.
15. Assists the principal with the preparation of the school's health budget.
16. Maintains professional competence through in-service education and participation in other professional development activities. Receives training in the treatment of asthma and maintains a valid current Cardiopulmonary Resuscitation certificate as required by law and administrative code.
17. Assists in the development of policies and procedures for comprehensive health education and services.

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18. Prepares health and safety reports as required by law and/or requested by the principal.
- 19.. Reports any suspicion of child abuse to the Division of Youth and Family Services and building principal or his/her designee.
20. Performs such other appropriate duties as required under law or as may be assigned by the principal or student personnel services director.

**Terms of Employment:** Salary and work year to be established by the Contract

**Evaluation** Performance of this job will be evaluated annually in accordance with state law and the board's policy on evaluation of certified staff.

**Approved by:** Board of Education **Date:** November 23, 2005

**Revised:** \_\_\_\_\_

**Legal References**

N.J.S.A. 18A:6-7.1 Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment  
N.J.S.A. 18A:16-1 Officers and employees  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:17-46 Violence, vandalism and substance abuse incident report  
N.J.S.A. 18A:27-10 Non-tenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15  
N.J.S.A. 18A:28-5 Tenure of teaching staff member  
N.J.S.A. 18A:29-4.2 Payment of school nurse according to teachers salary guide  
N.J.S.A. 18A:37 Discipline of pupils  
N.J.S.A. 18A:40 Promotion of health and prevention of disease  
N.J.S.A. 18A:40A Substance abuse  
See particularly:  
N.J.S.A. 18A:40A-12 Reporting of pupils under influence or believed to be using anabolic steroids; examination; report; return home; treatment; evaluation of possible need and referral  
N.J.S.A. 18A:40A-13 Immunity for educational and medical personnel, officers or agents because of actions taken by virtue of act  
N.J.S.A. 18A:40A-14 Civil immunity for educational personnel reporting pupils  
N.J.A.C. 6:3-3.1 et seq. Conditions of employment for teachers  
N.J.A.C. 6:3-4.1 Supervision of instruction, observation and evaluation of non-tenured teaching staff members  
N.J.A.C. 6:3-4.3 Evaluation of tenured teaching staff members  
N.J.A.C. 6:3-5.1 et seq. Seniority  
N.J.A.C. 6:3-6 Pupil records  
N.J.A.C. 6:8-2.7(a) 4 Substance abuse prevention

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N.J.A.C. 6:3-4A.4 Requirements of physical examinations

N.J.A.C. 6A:9 Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-3.3 Professional standards for teachers

N.J.A.C. 6A:9-5 General certification policies

N.J.A.C. 6A:9-8 Requirements for instructional certificate

N.J.A.C. 6A:9-13.3 School nurse

N.J.A.C. 6A:9-15 Required professional development for teachers

N.J.A.C. 6A:14-3.4 Evaluation

N.J.A.C. 6A:16 Programs to support student development

See particularly:

N.J.A.C. 6A:16-1.4 District policies and procedures

N.J.A.C. 6A:16-1.5 Student health records

N.J.A.C. 6A:16-2 General provisions for school health services

N.J.A.C. 6A:16-3 Comprehensive substance abuse programs

N.J.A.C. 6A:16-4 Procedures for substance abuse intervention

N.J.A.C. 6A:16-5.2 Emergency and crisis management plans

N.J.A.C. 6A:16-5.3 Incident reporting of violence, vandalism and substance abuse

N.J.A.C. 6A:16-7 Intervention and referral services

N.J.A.C. 6A:16-10 Reporting of allegations of child abuse and neglect

\*N.J.A.C. 6A:24 Urban education reform in the Abbott districts

N.J.A.C. 8:6.1-1.1(j) Universal precautions

N.J.A.C. 8:57-4.1-4.16 Immunization monitoring

N.J.A.C. 12:100-4.2 Adoption by reference

\*Applies to Abbott districts only

20 U.S.C. 1400 et. seq., Individuals with Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Blood borne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et. seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.,

Title X Part F Section 1061 Health Services and Section 9526 Sex Education

Occupational exposure to hazardous chemicals in laboratories standard,  
29 CFR 1910.1450