

NEPTUNE TOWNSHIP BOARD OF EDUCATION
Neptune, New Jersey 07753
Job Description

NURSE

QUALIFICATIONS:

1. Valid New Jersey license to practice as registered nurse.
2. Certificate as public school nurse, or any other certificate required by state preferred.
3. Two years of experience in public health nursing, preferably in a school district.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO:

Building Principal, Head Nurse, or designee

JOB GOALS:

To assist school physician in providing the fullest possible educational opportunity to each district student by minimizing absence due to illness and creating a climate of health and well-being in district schools.

PERFORMANCE RESPONSIBILITIES:

1. Assists school physician, school health committee, and administrators, in developing school health program.
2. Participates in work of health curriculum committee.
3. Conducts school programs of immunization, physical examinations, and sight and hearing testing as directed by chief medical officer.
4. Observes students on a regular basis to detect health needs.
5. Instructs teachers on screening students for health defects.
6. Maintains up-to-date cumulative health records on all students.
7. Reports to parents, school personnel, physicians, clinics, and other agencies on student health matters, as directed by chief medical officer.
8. Visits student homes when necessary.
9. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered an injury or emergency illness.
10. Administers first aid in accordance with established first aid procedures.
11. Makes recommendations to chief medical officer on health needs of individual students.
12. Implements policy on exclusion and readmission of students in connection with

- infectious and contagious diseases.
- 13. Participates in in-service training programs.
- 14. Assists school personnel in maintaining sanitary standards in schools.

TERMS OF EMPLOYMENT:

Ten (10) month contract responsibility.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Readopted by the Board: July 25, 2007

Revised: January 27, 2021