

**RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
Oakland, New Jersey 07436**

JOB DESCRIPTION

Title: School Nurse

Organizational Relationship: Evaluated by an Assistant Principal

Primary Function: Provide leadership, coordination, and innovation for health services within the school.

Major Responsibilities:

1. Plan for and/or conduct school health services including physical examinations, immunization verification, and tests for hearing and vision, Individualized Health Care plans (IHCP), Emergency Care Plans (ECP), and curriculum mandates and electives.
2. Assume responsibility for selection and referral of students in need of medical and dental care and provide technical service and leadership for the Intervention and Referral Services Committee (IR & S).
3. Report to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
4. Maintain up-to-date cumulative health records on all students and coordinate services with the school physician.
5. Observe students on a regular basis to detect health needs.
6. Provide care to both certificated and non-certificated staff in the school and to members of the Board of Education including blood pressure monitoring, accident care and reporting to Worker's Compensation, blood screening, weight monitoring and the administration of the Mantoux test.
7. Assume authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness. Administer first aid in accordance with established procedures.
8. Participate with school staff in developing and implementing the total school health program and prepare the annual school and district health plans and submit other reports in accordance with statute and code.
9. Advise on modification of the educational program to meet health needs of individual students.
10. Prepare and submit reports in accordance with statutes and codes.
11. Assist principal in the implementation of policy on exclusion and readmission of students in connection with infectious and contagious diseases.
12. Advise teachers on student health matters, particularly regarding screening for student health effects.
13. Assist school personnel in establishing sanitary conditions in schools.
14. Attend, as assigned, committee meetings and conferences regarding health service and health curriculum, including the child study team when appropriate.
15. Participate in in-service training programs.
16. Uphold and enforce school rules, administrative regulations, and Board policy.

17. Maintain familiarity with current trends and practices in the field of school health.
18. Consult with students and parents.
19. Administer prescribed medication to students as specified in writing by attending physician in accordance with Board policies.
20. Perform other duties which may be within the scope of his/her employment and certificate(s) as may be assigned by administrators/supervisors under the authority of the Board of Education.

Qualifications:

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

Term of Employment: Ten-month year plus ten (10) days during July / August, in accordance with contractual arrangements as approved by the Board of Education.

Evaluation: According to State Statutes, *N.J.A.C. Title 6*, Board Policy and Procedures.

References: Article VIII, section IV, Paragraph 1, New Jersey Constitution, *N.J.S.A. 18A:11-1* 27-4, *N.J.A.C. 6:3-1.21*.

Approved: May 30, 2019