

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION  
JOB DESCRIPTION  
**Head School Nurse**

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**Date of Adoption:** DRAFT

**JOB TITLE:** Head School Nurse

**REPORTS TO:** Director of Special Services & Principal at Building Level

**NATURE AND SCOPE OF JOB:** The Head School Nurse is responsible for the coordination of all nursing activities and school health services at the district level as well as serving as a school nurse at the building level.

**QUALIFICATIONS:**

1. Registered Nurse who is currently licensed in New Jersey.
2. Must hold Valid New Jersey Standard School Nurse certification.
3. Hold and maintain a valid driver's license with no serious violations.
4. Hold a Master's Degree in a field related to Nursing or Health, preferred
5. Minimum of five (5) years' experience as a School Nurse, preferred
6. Some experience is supervisory or leadership capacity preferred.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
9. 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.
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**EMPLOYMENT TERMS:**

Stipend and work year to be determined by the Board of Education. Stipend position is subject to annual posting and appointment.

**JOB RESPONSIBILITIES:**

1. Assist with the development and implementation of health-related policies and procedures.
2. Coordinate all district health services and programs.
3. Arrange the CPR recertification program for the school nurses.
4. Coordinate the in-service training of school nurses.
5. Coordinate the orientation of newly hired school nurses and substitute nurses.
6. Coordinate the employee Bloodborne Pathogens in-service program.
7. Coordinate the employee Hepatitis B vaccine program.
8. Schedule and conduct meetings with the nursing staff as needed.

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9. Assist with budget preparation.
10. Evaluate and recommend the purchase of health service materials, supplies, and equipment.
11. Orders supplies, materials and equipment.
12. Consult with school physician as needed.
13. Serve as a liaison between the Township Division of Health, school health specialists, school administrators, school physicians, and public health and welfare agencies.
14. Maintain the district nursing plan, incorporating new state recommendations and mandates.
15. Complete Regulated Medical Waste applications, reports, and inspections.
16. Review the Annual Immunization Status Reports and submit to the local and state health departments of health.
17. Review the Annual Report of Tuberculosis Testing in the schools and submit to the local and state department of health.
18. Gather, organize, and maintain district-wide health services program records.
19. Submit reports as required by the Superintendent, Board of Education, and the State of New Jersey.
20. Performs duties of School Nurse.
21. Perform all other duties as assigned by the Superintendent of Schools and/or designee.

**EVALUATION:**

The Director of Special Services and/or designee shall evaluate the Head School Nurse in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.