

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

STUDENT SERVICES

TITLE: SCHOOL NURSE

QUALIFICATIONS:

1. Valid New Jersey School Nurse Certificate, N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a school nurse endorsement (N.J.A.C. 6:11-11.7) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.
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 nonschool health professionals and social service agencies. Hold a license as a registered professional nurse (RN) in New Jersey.
5. Hold and maintain a current CPR certification and Professional Rescuer Certification.
6. Hold and maintain a valid driver's license with no serious violations.
7. Show evidence of successful school nurse experience preferred including teaching of health related topics.
8. Demonstrate knowledge and understanding of child growth and development, wellness education, community health and social service resources, and current health issues.
9. Have excellent experience in teaching and working with children.
10. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
11. Exhibit positive interpersonal skills to relate well with students, staff, administration, parents, and the community.
12. Ability to maintain a positive learning environment
13. Strong interpersonal and communication skills
14. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
15. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
16. Have excellent integrity and demonstrate good moral character and initiative. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
17. 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.
18. 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.
19. 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
20. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
21. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

REPORTS TO: Principal and/or Designated Administrator

SCHOOL NURSE (continued)

JOB GOAL:

Serves as the primary advocate for the health and well-being of students and staff within the school. Responsibilities include health screenings and services, emergency first aid, the care of those who are ill and injured while in the school, maintenance of health records, and instruction in sound health practices.

PERFORMANCE RESPONSIBILITIES:

1. Works in cooperation with the school physician, other school health professionals (e.g. dentist, noncertified 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. 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.
3. Conducts health services and screening programs as required by law and/or board policies.
4. 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.
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. Is responsible for maintaining confidential health records for students and staff.
6. 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.
7. Is responsible for the availability and maintenance of required medical supplies and equipment.
8. Oversees the secure storage of medications, monitors expiration dates and appropriately disposes of medications as necessary.
9. Administers prescribed medication to students in accordance doctor's orders and with law and board policy.
10. Designates school staff and provides training and supervision to the designated staff for the emergency administration of epinephrine for students known to be at risk and response to first time allergic reactions at school or school activities.
11. Oversees staff training and the development and implementation of individual protocols and accommodations to prevent life threatening allergic reactions.
12. Oversees the development and implementation of individualized health care plans and individualized emergency health care plans for students with diabetes.
13. Oversees the development and implementation of accommodations required for other medical conditions.
14. Provides appropriate response to Do Not Resuscitate (DNR) orders.
15. Manages the regular testing and maintenance of AED equipment. Designates staff and provides training in the emergency use of the AED equipment and response to sudden cardiac arrest.
16. Writes and updates annually accommodation plans for staff and students under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.
17. Helps prevent and control communicable disease through inspections, lectures, exclusion and re-admission of students and staff in keeping with state and local health regulations and school policies.
18. Provides notifications regarding contagious conditions including but not limited to disease and infestations to staff and parents/guardians and oversees development and implementation of classroom and school wide protocols to prevent the spread of contagion and infestation.
19. Oversee the development and implementation of the district exposure plan (bloodborne pathogens and hazardous substances).
20. Notifies principal or his/her designee to arrange for immediate examination of any pupil who appears to be under the influence of alcohol or other drugs.
21. Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students.

SCHOOL NURSE (continued)

- Participates in the development and implementation of the district's emergency and crisis management plan.
22. Assists the principal and the child study team in the identification and placement of students with disabilities who need special education services.
 23. Provides special health care and related services to meet the needs of students with disabilities.
 24. Administers the district random drug testing program (if applicable).
 25. Develops and enforces the school eye protection program as required by statute and administrative code.
 26. Participates in the development of a comprehensive health education curriculum including CPR training for students in grades 9-12.
 27. Upon request, assists teachers with instruction of certain health units. Provides information and training on health matters at staff meetings and in-service training. Serves as a resource to teachers and administrators on health matters.
 28. Collaborates with community and other nonschool health agencies to meet the health needs of children and families.
 29. Provides information to parents and children in a format that allows them to make better choices that improve their health.
 30. Assists the principal with the preparation of the school's health budget.
 31. Assists in the development of policies and procedures for comprehensive health education and services.
 32. Develops and maintains the annual school nursing plan in conjunction with the chief school administrator and the school physician. The annual school nursing plan will include a description of basic nursing services provided; a summary of specific medical needs of individual students and how they will be addressed; a description of emergency nursing services; detailed nursing assignments for all school buildings; and a description of nursing and additional medical services to nonpublic schools.
 33. Prepares health and safety reports as required by law and/or requested by the principal.
 34. Reports any suspicion of child abuse to the Division of Child Protection and Permanence and building principal or his/her designee.
 35. Serves on committees as assigned in order to incorporate essential health care information into the deliberations and reports of these committees.
 36. Serves as advisor to the school wellness committee.
 37. Maintains professional competence through inservice 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.
 38. Performs such other appropriate duties as required under law or as may be assigned by the principal or student personnel services director
 39. Establish a professional rapport with students that earns their respect.
 40. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
 41. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal.
 42. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of nursing.
 43. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
 44. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
 45. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
 46. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through

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reading of professional journals, participation in professional development, and involvement in professional organizations.

47. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
48. Recommend to the Principal the supplies and equipment needed to support student needs and assist with ordering, following established procedures.
49. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
50. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
51. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
52. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 10-month employee, salary and work year as set by the PEA Contract.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

SCHOOL NURSE (continued)

Approved by: Pleasantville BOE

Date: November 17, 2015

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 NONTENURED 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. 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:9B STATE BOARD OF EXAMINERS AND CERTIFICATION

SEE PARTICULARLY:

N.J.A.C. 6A:9B-5 GENERAL CERTIFICATION POLICIES

N.J.A.C. 6A:9B-8 REQUIREMENTS FOR INSTRUCTIONAL CERTIFICATE

N.J.A.C. 6A:9B-12.3 SCHOOL NURSE

N.J.A.C. 6A:9C-3 REQUIRED PROFESSIONAL DEVELOPMENT FOR TEACHERS

N.J.A.C. 6A:10 EDUCATOR EFFECTIVENESS

SEE PARTICULARLY:

N.J.A.C. 6A:10-2.1 ET SEQ. EVALUATION OF TEACHING STAFF MEMBERS

N.J.A.C. 6A:10-4.1 ET SEQ. COMPONENTS OF TEACHER EVALUATION

N.J.A.C. 6A:10-6.1 ET SEQ. EVALUATION OF TEACHING STAFF MEMBERS OTHER THAN TEACHERS, PRINCIPALS, VICE PRINCIPALS AND ASSISTANT PRINCIPALS

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:16-2 GENERAL PROVISIONS FOR SCHOOL HEALTH SERVICES

N.J.A.C. 6A:16-3 COMPREHENSIVE ALCOHOL, TOBACCO AND OTHER DRUG ABUSE PROGRAM

N.J.A.C. 6A:16-4 PROCEDURES FOR ALCOHOL, TOBACCO AND OTHER DRUG ABUSE INTERVENTION

N.J.A.C. 6A:16-5.1 SCHOOL SAFETY AND SECURITY PLANS

N.J.A.C. 6A:16-5.3 INCIDENT REPORTING OF VIOLENCE, VANDALISM AND SUBSTANCE ABUSE

N.J.A.C. 6A:16-8 INTERVENTION AND REFERRAL SERVICES

SCHOOL NURSE (continued)

<u>N.J.A.C. 6A:16-11</u>	REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN
<u>N.J.A.C. 6A:32-4</u>	EMPLOYMENT OF TEACHING STAFF
<u>N.J.A.C. 6A:32-5.1</u>	STANDARDS FOR DETERMINING SENIORITY
<u>N.J.A.C. 6A:32-6</u>	SCHOOL EMPLOYEE PHYSICAL EXAMINATIONS
<u>N.J.A.C. 6A:32-7</u>	STUDENT RECORDS
<u>N.J.A.C. 8:6.1-1.1(J)</u>	UNIVERSAL PRECAUTIONS
<u>N.J.A.C. 8:57-4.1-4.16</u>	IMMUNIZATION MONITORING
<u>N.J.A.C. 12:100-4.2</u>	ADOPTION BY REFERENCE

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA), 20 U.S.C. 1400 ET SEQ., REAUTHORIZED 1997, P.L. 105-17
(FORMERLY THE EDUCATION FOR ALL HANDICAPPED ACT)

BLOODBORNE 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