

JOB DESCRIPTION

REGISTERED NURSE PART-TIME

BOARD OF EDUCATION

FAIRFIELD, NJ

NON-CERTIFICATED

REGISTERED NURSE PART-TIME- NON-TEACHING

Qualifications

1. Proper licensing as registered nurse
2. Pediatric experience preferred
3. Experience in the detection and triaging of children with minor illness
4. Experience with performing auditory, vision, scoliosis and physical assessment, preferred
5. Membership in professional organization, preferred
6. Commitment to ongoing professional education in speciality area
7. Good interpersonal and communication skills
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Maintain an Advanced CPR certification

Reports to: Certified school nurses, Principal or designated administrator.

Statement of Job

Shall work collaboratively with the certified school nurses in the delivery, promotion, and enhancement of school health care services.

Performance Responsibilities

The registered nurse shall maintain health standards for students through the following duties:

1. Perform first-aid in cases of emergency.
2. Dispense medication as per Board Policy.
3. Perform the function of attendance officer.
4. Consult with the certified school nurse and/or school physician, as appropriate (e.g. any unusual or abnormal findings).
5. Assist with physical examination and screening programs.
6. Consult with the school principal and certified school nurses regarding exclusion of any student from school upon evidence of departure from normal health.
7. Consult with certified school nurses regarding day to day routine and student care.
8. Perform such duties as may be assigned by the building principal and certified school nurses.
9. Attend class trips (may be full day, will be compensated for extra hours).
10. Shared work schedule between buildings in the District as coordinated with certified school nurses.
11. Substitute for certified school nurse when necessary (may be full day, will be compensated for extra hours).

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Terms of Employment

Salary and work year to be determined by the board of education.

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified staff, by the building principal.

Reference:

Adopted: August 6, 1996
Revised: October 21, 2008
Re-adopted: January 10, 2013
Revised: May 21, 2019
Revised: December 14, 2023