

# JOB DESCRIPTION

BOARD OF EDUCATION  
FAIRFIELD, NJ

SCHOOL NURSE  
CERTIFICATED STAFF

## CERTIFIED SCHOOL NURSE

### Qualifications

- Valid NJ School Nurse Certificate
- Demonstrated expertise in school health nursing practice and emergency procedures
- Knowledge of child growth and development, community and family dynamics, current health issues, and wellness education
- Knowledge of community health and social services resources and ability to communicate effectively with nonschool health professionals and social service agencies
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Reports to: Principal

### Job Goal:

To promote health and safety in the school environment and provide health services to students; to assist with the teaching of sound health practices.

### Performance Responsibilities

1. Work in cooperation with the school physician, other school health professionals (e.g. dentist, noncertified nurses, and optometrist), members of the staff, parents, and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
2. Conduct health services and screening programs as required by law and/or Board policies.
3. Supervises health physicals of students. Assists the school physician with physical examinations; makes referrals and conducts follow-up activities, as necessary.
4. Provide 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. Is responsible for the availability and maintenance of required medical supplies and equipment.
5. Maintain up-to-date health records on all students, maintains separate records of immunizations for the purpose of immunization record auditor and ensures their confidentiality.
6. Help prevent and control communicable disease through communication with parents and/or documentation from practitioner in exclusion and re-admission of students in keeping with State and Local health regulations and school policies.

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7. Notify 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.
8. Confer with and advises students, parents, and staff members on matters pertaining to the health and safety of students. Participates in the development and implementation of the district's emergency and crisis management plan.
9. Assist the principal and the Child Study Team in the identification and placement of students with disabilities who need special education services.
10. Participate in the development of a comprehensive health education curriculum and serves as a health/safety education resource person to teachers. Upon request, assists teachers with instruction of certain health units.
11. Promote 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.
12. Administer prescribed medication to students in accordance with law and Board policy. Provides training and supervision of the emergency administration of epinephrine for designated school staff.
13. Collaborate with community and other nonschool health agencies to meet the health needs of children and families.
14. Provide special health care and related services to meet the needs of students with disabilities.
15. Assist the principal with the preparation of the school's health budget.
16. Maintain professional competence through in-service 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.
17. Assist in the development of policies and procedures for comprehensive health education services.
18. Prepare health and safety reports as required by law and/or requested by the principal.
19. Report any suspicion of child abuse to the Division of Youth and Family Services and building principal or his/her designee.
20. Perform such other appropriate duties, as required under law or as may be assigned by the principal.

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Terms of Employment: Salary and work year to be determined by the Board.

Evaluation:

Performance of this job will be evaluated annually in accordance with State law and the provisions of the Board's policy and evaluation of certified staff.

Legal References:

N.J.S.A.: 18A:6-7.1, :16-1&2, :17-46, :27-10, :28-5, :29-4.2, :37, :40, :40A, :40A-12, -13, -14  
N.J.A.C.: 6:3-3.1 et seq., -4.1, -4.3, -5.1, -6, 6:8-2.7(a)4, 6:3-4A.4, 6A:9, 9-3.3, -5, -8, -13.3, -15,  
6A:14-3.4, :16, :16-1.4, -1.5, -2 through 4, -5.2 &-5.3, -7, -10, 6A:24, 8:6.1-1.1(j), 8:57-4.1-4.16,  
12:100-4.2

Adopted: March 13, 1979

Revised: March 31, 1981

Revised: October 21, 2008

Re-adopted January 10, 2013

Revised: November 20, 2019