

FAIRFIELD TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

- TITLE:** Nurse Team Leader
- REPORTS TO:** Principal
- QUALIFICATIONS:** Bachelor of Science Degree and New Jersey School Nurse Certification
Required criminal background check and proof of US citizenship or legal resident alien status
- JOB GOAL:** Assists in coordinating district wide health services program and provide leadership for efficient and comprehensive health care in all schools.

PERFORMANCE RESPONSIBILITIES:

1. Provide an essential liaison between the school nurses, the administration, and various school and community representatives who are concerned with the health of students.
2. Offer leadership for professional development by researching and scheduling appropriate medical professional activities for all curriculum days.
3. Communicate regularly with nurses in the district to share information and receive input.
4. Maintain a positive, cooperative role in all professional interactions: assume responsibility in promoting a positive climate for effective communication relating to health issues.
5. Mentor nurses new to the district.
6. Meet with the administration on a regular basis to suggest and receive direction concerning the health regulations and concerns of all the district nurses.
7. Maintain knowledge of local, state, and federal guidelines, policies, and procedures.
8. Sustain the constant updating of the nurse's procedure manual to be in compliance with all state and federal laws and regulations.
9. Monitor and change all Nursing forms as needed for the district.
10. Coordinate research and updates for any district policies relating to health services.
11. Update district website as needed relating to health services.
12. Collaborate with school physician regarding standing medical orders for distribution for all school nurses.
13. Organize and distribute health forms from the County Superintendents Office.
14. Serve as Covid-19 Safety Coordinator.
15. Contact Tracing Lead Investigator/Mental Health Coordinator
16. Any other related duties as assigned.