

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

School Head Nurse

QUALIFICATIONS:

1. Certificate, license, or other legal credential required. All candidates must be properly certified at the time of application. Applicant must hold a current license as a registered professional nurse from the State Board of Nursing and an educational services certificate, school nurse or school nurse/non-instructional endorsement from the Department of Education. (N.J.A.C. 6A: 9B-12.3 and 12.4)
2. Bachelor's Degree required in area of major study.
3. Knowledge of expertise in School Nursing preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY PURPOSE:

To provide leadership, consultation, and support to school administrators and staff in matters pertaining to school health.

PRIMARY FUNCTION:

Maintains the district health records in accordance with State guidelines and District Policy, facilitating the fullest educational opportunities for each student, through the daily monitoring of illness and injurious occurrences, as well as providing accessible consultation in regard to educational/health issues.

SUPERVISES: Students

REPORTS TO:

Principal, Administrator designated by the Superintendent

TERMS OF EMPLOYMENT:

Ten-month year; salary and work year as established by the Board of Education/Matawan Aberdeen Regional Education Association Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and Matawan Aberdeen Regional Education Association Contract provisions.

PRIMARY/PERFORMANCE RESPONSIBILITIES:

1. Assists School Safety Specialist.
2. Serves on the district safety committee.
3. Provides staff training for those involved in health services.
4. Develops health protocols and standard procedures to support and encourage wellness in the schools.
5. Travels between schools to provide direct care/consultation.
6. Demonstrates expert skills in School Nursing and Clinical Leadership, advising administrators and other agents of Matawan Aberdeen School District on clinical intervention and safety practice.
7. Demonstrates professional conduct and preserves client's rights including confidentiality
8. Assists school health committee and administrators in developing a school health program.
9. Acts as a resource to the health curriculum committee.
10. Monitors Student Immunizations and conducts screenings for height, weight, blood pressure, hearing, vision and scoliosis in accordance with State Guidelines and District Policy.
11. Observes students and provides necessary health evaluations and recommendations as well as appropriate interventions.
12. Administers medications and/or carry out treatments for students as directed by their physicians in accordance with District Policy.
13. Provides information to faculty regarding handling of medical situations.
14. Maintains up-to-date cumulative health records relevant to the health of all students for the purpose of managing the routine and emergency care of each student while school is in session.

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

School Head Nurse

15. Provides necessary health information to parents, staff, physicians and other health agencies and schools on a need to know basis and in accordance with District Policy.
16. Is responsible for the emergency care of students and staff, under the direction of the School Physician through standing orders and in Accordance with State Guidelines and District Policy.
17. Administers first aid according to the Standing Orders of the School Physician and best-established practices for First Aid procedures, and in all cases follows the State Guidelines and District Policy.
18. Makes recommendations regarding health needs of individual students.
19. Monitors student participation in school activities as directed by the students' personal physician.
20. Implements Board Policy on exclusion and readmission of students in connection with infectious and contagious diseases.
21. Participates in in-service training programs as needed.
22. Assists school personnel in maintaining sanitary standards in schools.
23. Maintains and coordinates the medical and health aspects of home instruction.
24. In conjunction with the School Physician develops a nursing services plan yearly – as part of the QAAR.
25. Maintains all licenses and certifications in compliance with State Guidelines and District Policy.
26. Stays abreast of new techniques in identified specialist areas.
27. Basic computer skills in Word and Excel
28. Must have an appreciation of children's specific needs and a desire to play an active role within the life of the school
29. Maintains role as the district nursing department liaison to the school physician.
30. Collects and collates district nursing reports.
31. Orders district nursing supplies.
32. Collaborates with district nursing department on district procedures during medical emergency drills.
33. Monitors maintenance of district automated external defibrillators.
34. Carries out such other professional duties related to the job description as may be assigned by the Superintendent and/or his/her designee.

DATE ADOPTED BY THE BOARD: May 7, 2018

AGREED TO BY INCUMBENT:

SIGNATURE

PRINT NAME

DATE