

# RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL

## INSTRUCTIONAL STAFF

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### SCHOOL NURSE

#### QUALIFICATIONS:

1. Holds valid New Jersey School Nurse (Instructional) Certificate.
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 non-school health professionals and social agencies.
5. Minimum of three (3) years successful experience as a nurse or school nurse (preferred).
6. Organization, communications and human relations skills.
7. Successfully completes required criminal history background check and proof of U.S. citizenship or legal resident alien status.
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

#### REPORTS TO: PRINCIPAL

**JOB GOAL:** To support the instructional program by promoting health and safety in the school environment; to provide health services to students, faculty and staff; to assist with the teaching of sound health practices; and to address the health needs of the district consistent with the goals set forth by the Board of Education.

#### PERFORMANCE RESPONSIBILITIES:

- A. Overall

1. Works in cooperation with the school physician, other 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.

#### B. Assessment

1. Maintains complete, 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.
2. Plans and conducts screenings programs, examinations and health services appraisals as required by law and/or Board policies.
3. Monitors newly enrolled students in order to ensure that state law and Board policy are implemented concerning health issues (i.e., immunization, medical records).

#### C. Direct Medical Services Provided to Students

1. 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.
2. Is responsible for the availability and maintenance of required medical supplies and equipment.
3. Oversees the secure storage of medications, monitors expiration dates and appropriately disposes of medications as necessary.
4. Administers prescribed medications to students in accordance with doctor's orders and with law and Board policy.
5. Designates school staff and provides training.
6. Oversees staff training and the development and implantation of individual protocols and accommodations to prevent life threatening allergic reactions.

7. Oversees the development and implementation of individualized health care plans and individualized emergency health care plans for students with diabetes.
8. Oversees the development and implementation of accommodations required for other medical conditions.
9. Provides appropriate response to Do No Resuscitate (DNR) orders.
10. 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.
11. Writes and updates annually accommodation plans for staff and students under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.
12. Helps prevent and control communicable disease through inspections, lecture, exclusion and re-admission of students and staff in keeping with state and local health regulations and school policies.
13. Provides notifications regarding contagious conditions including, but not limited to, disease and infections to staff and parents/guardians and oversees the development and implementation of classroom and school wide protocols to prevent the spread of contagion and infestation.
14. Oversees the development and implementation of the district exposure plan (bloodborne pathogens and hazardous substances).
15. Notifies principal or his/her designee to arrange for immediate examination of any student who appears to be under the influence of alcohol or other drugs.
16. Confers 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.
17. Assists the principal and Child Study Team in the identification and placement of students with disabilities who need special education services.
18. Provides special health care and related services to meet the needs of students with disabilities.
19. Administers the District's random drug testing program (if applicable).

20. Develops and enforces the school eye protection program as required by statute and administrative code.

D. Health Education

1. Upon request, assists teachers with instruction of certain health units. Provides information and training on health matters at staff meetings and in-service trainings. Serves as a resource to teachers and administrators on health matters.
2. Serves as consultant and resource person in health instruction and curriculum planning.
3. Collaborates with community and other non-school health agencies to meet the health needs of children and families.
4. Provides information to parents and children in a format that allows them to make better choices that improve their health.

E. School Environment Activities

1. Makes recommendations to the principal regarding health and safety to promote a safe, healthy and comfortable learning environment.
2. Assists the principal with the preparation of the school's health budget.
3. Assists in the development of policies and procedures for a comprehensive health education and services.
4. Develops and maintains the annual school nursing plan in conjunction with the chief school administrators 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.
5. Prepares health and safety reports as required by law and/or requested by the principal.

6. Reports any suspicion of child abuse to the Division of Child Protection and Permanency and building principal and his/her designee.
7. Serves on committees as assigned in order to incorporate essential health care information into the deliberations and report of these committees.
8. Serves as advisor to the school wellness committee.
9. Facilitates the implementation of homebound instruction. Administers medication in accordance with state law and district policy.
10. Advises and counsels students, staff and parent, as appropriate, concerning health issues.
11. Makes referrals to school resources and/or community agencies as necessary.
12. Communicates with various health-related organizations in the community and the surrounding areas as needed for students and staff.
13. Keeps staff informed about relevant health issues.

F. Professional Development

1. Maintains professional competence through professional reading and attending appropriate workshops, courses and conferences in keeping with the needs of the student body and in accordance with district guidelines.

G. Other Responsibilities

Performs all other tasks responsibilities as the Principal or Superintendent may assign.

**TERMS OF EMPLOYMENT:** Ten-month year. Salary established in the Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

**ANNUAL EVALUATION:** Performance of the position will be evaluated in accordance with state law, NJDOE regulations, and the provisions of the Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

**APPROVED BY THE RFH BOARD OF EDUCATION:** March 28, 2022