



WALL TOWNSHIP PUBLIC SCHOOLS

Title: School Nurse

Qualifications:

1. NJ School Nurse Certification
2. Demonstrated expertise in school health nursing practice

Reports to:

Director of Special Projects (Intervention Services & Student Wellness, K-12)

Job Goal:

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

Performance Responsibilities:

1. Works in cooperation with the school physician, other school health professionals (e.g. dentist, optometrist), members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
2. Conducts health services and screening programs as required by law and/or board policies.
3. Schedules and supervises health surveys of students and staff. Assists the school physician with physical examination; makes referrals and conducts follow-up activities as necessary.
4. 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.
5. Maintains up-to-date health records on all students, including records of immunizations, and ensures their confidentiality.
6. Notifies 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.confidentiality.
7. Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students.
8. Assists the child study team in the identification of students with disabilities by completing a vision and hearing assessment for each new referral.
9. Participates 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.
10. 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.
11. Administers prescribed medication to students in accordance with law and board policy.
12. Provides special health care, when needed, to meet the needs of students with disabilities.



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13. Delegates emergency medication administration in accordance with school policy, the law, and a student's Individualized Health Plan/Emergency Health Plan.
14. Prepares student and staff accident reports.
15. Participates in the development and evaluation of 504 and Individualized Education Plans as applicable.
16. Develops, Implements, and Evaluates Individualized Health Plans for students with acute or chronic health needs.
17. Assists the director with preparing for the nursing budget.
18. Remains abreast of current developments of the health field through continuing education and participation in professional development activities.
19. Assists in the development of policies and procedures for comprehensive health education and services.
20. Prepares health and safety reports as required by law and/or requested by the principal or director.
21. Reports any suspicion of child abuse to the Division of Youth and Family Services and building principal or his/her designee.
22. Performs such other appropriate duties as required under law or as may be assigned by the director or superintendent.

Head Nurse Responsibilities (in addition to School Nurse responsibilities):

1. Coordinates the nursing activities and school health program at the district level.
2. Collaborates with principals and central office administrators in the planning, implementation, supervision and evaluation of the school nurse program.
3. Arranges for substitute nurse coverage in coordination with administration.
4. Assists with the development and ongoing evaluation of health related protocols and standard procedures
5. Arranges for in service training needed and facilitates the orientation of new nurses and substitute nurses.
6. Schedules and organizes departmental meetings.
7. Collects and reports data for statistical reports as required.

Terms of Employment:

Ten-month position; Salary as per contract

Evaluation:

Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

Approved: April 26, 2022