



UPPER SADDLE RIVER SCHOOLS
Upper Saddle River, NJ 07458

JOB DESCRIPTION

I Title: Certified School Nurse

II Qualifications:

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

III Primary Function: 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. Is responsible for insuring that the district is compliant with all health-related mandates. Manages the day-to-day operations of the health office.

IV Reports to: Principal/Designated Administrator

V Major Duties and Responsibilities:

- A. Works in cooperation with the school physician, other school 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.
- B. Conducts health services and screening programs as required by law and/or board policies.
- C. Supervises health surveys of students and staff. Assists the school physician with physical examinations; makes referrals and conducts follow-up activities as necessary.
- D. 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. Is responsible for the availability and maintenance of required medical supplies and equipment.

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- E. Maintains up-to-date health records on all students, maintains separate records of immunizations for the purpose of immunization record auditor, and ensures their confidentiality.
- F. Helps prevent and control communicable disease through lectures, inspections, exclusion, and re-admission of students and staff in keeping with state and local health regulations and school policies.
- G. 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.
- H. 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.
- I. Assists the principal and the child study team in the identification and placement of students with disabilities who need special education services. Participates on the 504 and I&RS committees of each building.
- J. 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.
- K. 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.
- L. Administers 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 and any other training as necessary.
- M. Collaborates with community and other nonschool health agencies to meet the health needs of children and families.
- N. Provides special health care and related services to meet the needs of students with disabilities.
- O. Assists the principal with the preparation of the school's health budget.
- P. Maintains professional competence through inservice 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.
- Q. Assists in the development of policies and procedures for comprehensive health education and services.
- R. Develop and maintain the annual School Nursing Plan in conjunction with the Chief School Administrator 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;

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and a description of nursing and additional medical services to nonpublic schools.

- S. Prepares health and safety reports as required by law and/or requested by the principal.
- T. Reports any suspicion of child abuse to the Division of Youth and Family Services and building principal or his/her designee.
- U. Performs such other appropriate duties as required under law or as may be assigned by the principal or student personnel services director.

VI **Terms & Conditions of Employment:** Compensation, benefits, workday and year as defined by the negotiated contract between the USRBOE and USREA.

VII **Evaluation:** Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.