



Upper Saddle River Schools
Upper Saddle River, NJ 07458

JOB DESCRIPTION

REGISTERED NURSE

- I. Title:** Registered Nurse
- II. Qualifications:**
- * Associates Degree
 - * RN license
 - * Good Interpersonal skills
 - * Team Player
 - * Caring Individual
 - * Previous experience working with children desired
 - * Required criminal history check and proof of U.S. Citizenship or legal resident alien status
- III. Primary Function:** Provides nursing and health care under the guidance of Certified School Nurse.
- IV. Reports to:** Director of Special Education
(Primary evaluator) Supervisor of Health Services
- V. Major Duties and Responsibilities:**
Under the guidance/supervision of school nurse:
1. provides routine and emergency first aid
 2. monitors student medical needs
 3. dispenses medication
 4. maintains records/files
 5. conducts required medical lists and physicals
 6. files all required reports
 7. Other duties as assigned
- VI. Terms of Employment:**
1. **Work year** includes all student-present days plus:
 - i. One day for **new staff** for orientation prior to school opening
 - ii. Two days prior to the start of the student school year
 - iii. Two days after the close of the student school year
 - iv. Attendance at all district all-staff meetings including opening year meeting and other district all-staff meetings as called by the superintendent
 2. **Work day:** Student Day plus:
 - i. 10 minutes prior to the start of the student day
 - ii. 30 minutes after the end of the student day.

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VII. Compensation and Benefits

1. Salary: Annual salary increase will be determined annually by the Board of Education.
2. Health benefits options are those available with district provider
3. Available leaves annually for full time, 10 month employees
 - i. Sick days: 10 (cumulative)
 - ii. Personal days: Allowed 2 per year with prior approval from supervisor. As much advance notice as possible of the request to take personal time will be given. Any unused personal days will be converted to sick days and carried over into the next year.
 - iii. Family illness days: 3 for illness in the immediate family
 1. Immediate family consists of employees' spouse, son, daughter, mother, father, sister, brother, state-certificated domestic partner, and all corresponding in-laws, or any other member of the household in which the employee lives.
 - iv. Death in Immediate Family: Death in the immediate family, limit five (5) working days absence within the five-day period immediately following the day of death without loss of pay.
 1. Immediate family, for purposes of this section, includes employee's spouse, child, parent, brother, sister, grandparents, aunt, uncle, cousin, state-certificated domestic partner, grandchild, all corresponding in-laws, and any other member of his/her immediate household.

VIII. Evaluation: All RN's will be evaluated once annually.