

Job Description

DENVILLE BOARD OF EDUCATION

Position: Head Nurse

Responsible To: Superintendent

Goal: To coordinate all aspects of the districts health services to students.

Qualifications:

- 1. Experience as School Nurse**
- 2. Familiarity with Current Regulations**

Duties and Responsibilities:

- 1. To prepare monthly report of the medical department to the Superintendent**
- 2. To prepare year end report of the medical department to the Superintendent**
- 3. To order, pick up, and distribute Mantoux vaccine and syringes for the district**
- 4. Oversees and ensures the conducting of athletic physicals**
- 5. To arrange for annual recalibration of district audiometers**
- 6. To distribute and complete all State forms**
- 7. To coordinate annual review of standing orders and Nursing Services Plan**
- 8. To act as liaison with district Medical Inspector**
- 9. To act as liaison with municipal health officers**
- 10. To meet regularly with other district nurses**
- 11. To perform other related duties as assigned**

ADOPTED: June 1, 2009