

## **Job Description**

### **BOARD OF EDUCATION DENVERVILLE**

**TITLE:** **NURSE (non-certified)**

#### **QUALIFICATIONS:**

1. Valid New Jersey Registered Professional Nurse License or endorsement
2. Demonstrated expertise in school health nursing practice and emergency procedures
3. Knowledge of child/adolescent 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 nonschool health professionals and social service Agencies
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** **Principal or designee**

**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 certified School Nurse, school physician, other non-certified nurses, 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 under the guidance of the School Nurse.
3. 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.
4. 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.
5. Helps prevent and control communicable disease, exclusion and re-admission of students and staff in keeping with state and local health regulations and school policies.
6. Notifies principal, Certified School Nurse or his/her designee to arrange for immediate examination of any pupil who appears to be under the influence of alcohol or other drugs.
7. Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students.

8. 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 and Certified School Nurse.
9. 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.
10. Collaborates with community and other nonschool health agencies to meet the health needs of children and families.
11. Provides special health care and related services to meet the needs of students with disabilities.
12. Maintains professional competence through in-service education and participation in other professional development activities. Receives training in the treatment of asthma and maintains a valid current Cardiopulmonary Resuscitation for Healthcare Providers certificate as required by law and administrative code.

**APPROVED:**

**June 27, 2022**