

**RIVER VALE SCHOOL DISTRICT  
RIVER VALE, NEW JERSEY**

**JOB DESCRIPTION**

**TITLE:** SCHOOL NURSE (INSTRUCTIONAL)

**QUALIFICATIONS:**

1. Valid New Jersey School Nurse Instructional Certificate
2. Minimum experience as determined by the board
3. Demonstrated expertise in school health nursing practice
4. Knowledge of child growth and development, community and family dynamics, current health issues, and wellness education
5. Knowledge of community health and social services resources and ability to communicate effectively with non-school health professionals and social service agencies
6. Certified to provide health class instruction (as needed)
7. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** Principal and/or designee

**SUPERVISES:** School Nurse Aide, if assigned

**JOB GOALS:** 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.

**Specific Duties and Responsibilities:**

1. Works in cooperation with the Nurse's Aide, school physician, other school health professionals (e.g. dentist, non-certified nurses, optometrist, etc.), 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 examinations; 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, maintains separate records of immunizations for the purpose of immunization record auditor and ensures their confidentiality.
6. Helps prevent and control communicable disease through education, inspections, exclusion, and re-admission of students and staff in keeping with state and local health regulations and school policies.

7. Notifies principal or designee to arrange for immediate examination of any pupil who appears to be under the influence of alcohol or other drugs.
8. Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students.
9. Provides for a smooth transition from elementary school through middle school, which may include orientation programs for students and parents.
10. Assists the principal and the child study team in the identification and placement of students with disabilities who need special education services.
11. Maintains a close relationship with the child study team, following directives and recommendations and IEP stipulations as needed.
12. Participates in the development of a comprehensive health education curriculum and serves as a health/safety education resource person to teachers.
13. 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.
14. Administers prescribed medication to students in accordance with law and board policy.
15. Collaborates with community and other non-school health agencies to meet the health needs of children and families.
16. Provides special health care and related services to meet the needs of students with disabilities.
17. Assists the principal with the preparation of the district's health budget.
18. Maintains professional competence through in-service education and participation in other 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.
21. Reports any suspicion of child abuse to the Division of Youth and Family Services and building principal and/or designee.
22. Performs such other appropriate duties as required under law or as may be assigned by the principal and/or designee.

**TERMS OF EMPLOYMENT:** 10-month position

**EVALUATION:** Performance of this job will be evaluated in accordance

with the provisions of the board's policy on evaluation of certificated staff.

**REVISED:**

**March 15, 2022**

**BOARD APPROVED :**

**9/7/2010**