

MONMOUTH REGIONAL HIGH SCHOOL

TITLE **SCHOOL NURSE**

Reports to: Director of Guidance & Health Services

Supervises: Students, when present or under the nurses care of evaluation.
Additionally, supervises the school physician.

Nature and Scope of the Job:

Responsible for the organization and direction of school health services and for leadership in the team efforts of the nurses to provide the maximum contribution in meeting the health needs of the students and staff.

Qualifications:

1. Valid New Jersey Instructional Certificate or Certificate of Eligibility
2. Demonstrated knowledge of specialty
3. Displays appropriate interpersonal, communication and technology skills
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Maintain the physical and mental capability to meet the needs of the job
6. Maintain a valid, current Providers Cardiopulmonary Resuscitation certification from the American Heart Association or the equivalent from the American Red Cross
7. Adheres to MRHSBOE policies and procedures

Employment Terms:

Nurses work a ten-month calendar. When needed during July and August will be compensated at a per-diem rate.

Job Functions and Responsibilities:

1. Schedule complete physical examinations on all students in grade 9, all newly-registered students throughout the year and students with special requirements. Advise students and their parents of the results of the physical examination and assist them in obtaining help for any defect found. Record all physical examinations done by the family doctor.
2. Arrange for a comprehensive health appraisal for all students participating in athletics. This will include a complete health history form, and or thorough physical examination performed by the school physician or a private physician. (Only one comprehensive physical is required per school year to participate in sports).
3. Assist the school physician with all physicals.
4. Monitor Mantoux tests in accordance with school and state policy.

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- 28. Follow written standing orders from the school physician and make suggestions to the school physician regarding additions, deletions and changes to standing orders.
- 29. Assist when possible in upholding and enforcing school rules, administrative regulations and board policy.
- 30. Perform such essential and reasonable non-teaching duties as required and assigned.
- 31. Meet the New Jersey Professional Standards for School Nurses.
- 32. Fulfill State requirements for Continuing Education if applicable.
- 33. Attend staff meetings (department, Crisis Management, and faculty) and where possible elects to serve on staff committees within the framework of existing policies.
- 34. Assess and recommend to the school principal the exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7 and 8, or who have not submitted acceptable evidence of immunizations, pursuant to N.J.A.C. 8:57-4.
- 35. Direct and supervise the health services activities of any school staff to whom the certified school nurse has delegated a nursing task.
- 36. Provide appropriate response to DNR orders. Write and update, at least annually, the accommodation plan including the individualized health care plan required under Section 504 of the Rehabilitation Act of 1973 for any student who requires them.
- 37. Perform other duties which may be within the scope of his/her employment and certification as may be assigned.

Evaluation:

Nurses are evaluated by the Director of Guidance and Health Services twice a year.

Approved

Date

First Reading Board of Education: November 17, 2015
Second Reading and Adoption: December 1, 2015