

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

- TITLE:** Certified School Nurse
- REPORTS TO:** Coord. Supervisor of Guidance and Medical Services and Building Principal
- QUALIFICATIONS:** Bachelor of Science Degree and New Jersey School Nurse Certification  
Required criminal background check and proof of US citizenship  
or legal resident alien status
- JOB GOAL:** To identify health problems and needs of students and to provide the necessary services in order to insure a safe and healthy environment within the school.

## PERFORMANCE RESPONSIBILITIES

1. Provides emergency aid and care, when required, by pupils and district personnel.
2. Conducts school health services including review of physical examinations and immunizations.
3. Plans and conducts screening examinations and health appraisals including tests for vision, hearing, blood pressure, BMI measurement, scoliosis, height and weight making referrals as indicated.
4. Maintains up-to-date cumulative health records on all students.
5. Assumes responsibility for selection and referral of students in need of medical and dental care.
6. Reports to parents, school personnel, physicians, clinics and other agencies on school medical matters.
7. Advises staff when modification of educational programs is necessary to meet needs of individual students.
8. Prepares and submits report(s) as requested and/or mandated by the Board, Superintendent and/or the New Jersey State Departments of Health and Education.
9. Advises staff regarding the exclusion and re-admission of students in connection with infections and contagious diseases.
10. Advises teachers and staff on health matters, particularly regarding screening for students with health defects.
11. Assists school personnel in establishing sanitary conditions in schools.
12. Attends committee meetings and conferences regarding health service and health curriculum.

13. Participates in in-service training programs.
14. Remains abreast of current developments in the health field through education and active participation in professional organizations.
15. Recommends policies and procedures for Health Services.
16. Acts as a resource person in the area of health and family life education.
17. Conducts health-related in-service education programs for staff.
18. Participates as an active member of the Child Study Team, when necessary.
19. Administers prescribed medication to students, as specified by a physician and approved written policy.
20. Utilizes community health resources as the need arises.
21. Adapts the school environment to meet the needs of the medically limited student and to promote a safe physical plant.
22. Attends and participates in faculty, staff and community meetings.
23. Interprets school health information and laws to school personnel.
24. Knows and complies with state, county, and local school rules and regulations.
25. Perform other appropriate duties related to the function of the school nurse.

Approved: 5/12/09

Revised: 9/24/09