

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Management Team Leader - Nursing
- REPORTS TO:** Coordinating Supervisor of Guidance and Medical Services
- 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:** Assists in coordinating district wide health services program and provide leadership for efficient and comprehensive health care in all schools.

PERFORMANCE RESPONSIBILITIES:

1. To provide an essential liaison between the school nurses, the Coordinating Supervisor of Guidance and Medical Services, and various school and community representatives who are concerned with the health of students.
2. Provide leadership for professional development by researching and scheduling appropriate medical professional activities for all curriculum days.
3. Communicate regularly with nurses in the district to share information and receive input.
4. Maintain a positive, cooperative role in all professional interactions: assume responsibility in promoting a positive climate for effective communication relating to health issues.
5. Arrange and/or recruit mentors for nurses new to the district.
6. Meet with the Coordinating Supervisor of Guidance and Medical Services on a regular basis to suggest and receive direction concerning the health regulations and concerns of all the district nurses.
7. Maintain knowledge of local, state, and federal guidelines, policies, and procedures.
8. Maintain the constant updating of the nurses procedure manual to be in compliance with the N.J. School Health Services Guidelines.
9. Monitor and change all School Nursing (SN) forms as needed for the district.
10. Initiate the phone chain and/or e-mail with all messages relating to health services.
11. Coordinate research and updates for any district policies relating to health services.
12. Coordinate with school physician regarding standing medical orders for distribution for all school nurses.
13. Coordinate and distribute health forms from the County Superintendents Office.
14. Any other related duties as assigned.

Approved: 5/12/09

Revised: 9/24/09

JD/Special Services