

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## SCHOOL NURSE

### QUALIFICATIONS:

- Valid New Jersey School Nurse Certification
- Valid RN license
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Principal

SUPERVISES: N/A

JOB GOAL: The School Nurse is a health services specialist who assists students and staff in attaining and/or maintaining optimum health, and promoting positive health habits and attitudes.

### PERFORMANCE RESPONSIBILITIES:

1. Assess the physical well-being of the student in terms of developmental and present health status.
2. Coordinate the health referral process and communicate health findings to appropriate persons and/or agencies.
3. Assist in the identification of students whose medically related absences may require home bound instruction.
4. Provide health counseling for students, parents and staff.
5. Maintain a comprehensive health history and health appraisal record system.
6. Provide direct health care services to students and staff, including the transportation of students when immediate exclusion is necessitated during the school year.
7. Participate in the child study team process by interpreting significant findings of health history, physical assessment and reports of medical consultants, as appropriate.
8. Consult with staff regarding modification or change in the educational environment necessitated by the student's developmental or health status.
9. Participate in the health education program by providing health/family life instruction and in-service education.
10. Initiate, facilitate and maintain relationships between the school and community health agencies.
11. Disseminate information on health careers upon request.
12. Remain on the school site during the hours school is in session, except when transportation for an excluded student is required.
13. Maintain and order equipment and supplies for nurse's office and first aid station.

### TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

### EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

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## STATEMENTS OF AGREEMENT:

### Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

### Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 6/26/2005  
Revised: 8/27/2008  
2/9/2022