



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

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### **I. POSITION: SCHOOL NURSE**

### **II. QUALIFICATIONS:**

- A. Holds or is eligible for New Jersey School Nurse Certification.
- B. Maintains current licensure as a registered nurse in the State of New Jersey.
- C. Has two years of nursing experience
- D. Has a baccalaureate degree from an accredited college/university
- E. Maintains current CPR certification.

### **III. PRIMARY FUNCTION:**

The school nurse strengthens and facilitates the educational process by modifying or removing health related barriers to learning in individual students and by promoting an optimal level of wellness for students and staff. The nurse assumes responsibility for appropriate assessment, planning, intervention, evaluation, management and/or referral activities. The nurse serves as a direct link between the school physician, the school district and students and/or their families for health care issues. The nurse provides relevant instruction, counseling and guidance to students, parents and staff concerning health related issues; upholds professional standards, the Nurse Practice Act, and applicable state and local statutes for school nursing practice; and adheres to district policies and administrative guidelines.

### **IV. REPORTS TO:**

The building principal

### **V. MAJOR DUTIES & RESPONSIBILITIES:**

- A. Applies appropriate theory as basis for decision making in nursing practice.
- B. Assesses and provides immediate care to ill or injured students and staff utilizing the standing orders signed by the school physician.



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- C. Assesses and provides medications and/or nursing procedures to individual students based on written physician orders for that student, written consent from a parent/guardian, and in compliance with state statutes and board policy.
- D. Establishes, maintains and evaluates a comprehensive school health program in collaboration with the school physician, administrators, and the school board, and is in compliance with state statute and board policy.
- E. Provides written reports as required to the district and county/state agencies.
- F. Collects and records information about the health and developmental status of the student in a systematic and continuous manner. This information is to include but is not limited to: immunization data and health screenings as mandated by state statute and board policy.
- G. Uses health data to determine a nursing diagnosis for a student when appropriate. Makes referrals as needed according to established district standards
- H. Develops a nursing care plan with specific goals and interventions delineating school nursing actions unique to the student's needs when appropriate.
- I. Intervenes as guided by the nursing care plan to implement nursing actions in order to revise the data base, nursing diagnosis, and nursing care plan and to determine the progress made toward goal achievement. Revises plan when indicated.
- J. Collaborates with other professionals, school personnel, parents, and caregivers in planning to assure quality of health care provided to students.
- K. Assist students, families, and school personnel to achieve optimal levels of wellness through health education on an individual and group basis. Serves as a member on the health education curriculum committee
- L. Assumes responsibility for continuing education and professional development and contributes to the professional growth of others.
- M. Participates with others in assessing, planning, implementing, and evaluating school health and community services. Serves on committees within the school district as needed.
- N. Collaborates with school administrators and other pertinent personnel in assessing and improving the physical, social, and emotional climate of the school.



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- O. Collaborates with members of the community in delivery of health and social services, and utilizes knowledge of community health systems and resources to function as a school-community liaison.
- P. Other responsibilities as assigned by building principal/administrator.

### **VI. TERMS OF EMPLOYMENT:**

Ten month contracted position.

### **VII. EVALUATION:**

In accordance with state statute and board policy

### **VIII. BENEFITS:**

- Benefits are available to full time employees per the negotiated contract.

BOE Approval Date:

BOE Review Date: