



West Windsor-Plainsboro Regional School

Job Description

Job Title: **School Nurse**
Department: Assigned School
Reports To: Director of Counseling Health and Wellness
Salary Guide: WWPEA; 10 Month Contract
Prepared Date: February 10, 2021

Position Summary: Serves as a health services specialist in assisting students and families in attaining and maintaining an optimum level of wellness while promoting positive health habits and attitudes. The School nurse practices within NJ law and in alignment with board policies and administrative guidelines.

Qualifications: New Jersey Certification as School Nurse
(Instructional or Non-Instructional)
Successful Criminal History Clearance
Proof of U.S. Citizenship or appropriate employment authorization
Ability to maintain a positive learning environment
Strong interpersonal and communication skills
Compliance with the NJ FIRST Act

Essential Duties:

- Assesses the physical, emotional, and social health status of students and implements appropriate strategies to support and maintain students' overall well-being
- Administers medications and provides daily treatments per physicians' orders
- Monitors and assesses compliance with immunization standards for current and new students
- Provides blood pressure, height and weight, hearing, and vision screenings per state guidelines, making medical referrals as necessary
- Cares for the routine health challenges of children during school hours
- Provides, records, and documents nursing assessments, diagnoses, and treatments, utilizing technology and the student database management system where appropriate
- Develops individualized health care plans for students with special health concerns
- Responds and quickly assesses medical emergencies, taking appropriate actions in accordance with emergency procedures established by school policy and state health regulations
- Educates staff, students, and families regarding health concerns and procedures as necessary
- Performs all other duties that may be assigned by the Principal or Director of

TERMS OF EMPLOYMENT

10 Month Contract. Salary and benefits as determined by the Board of Education and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

ANNUAL EVALUATION: Performance is reviewed annually in accordance with NJ state law and the provisions of the Board of Education policy on evaluations for school nursing staff.

TECHNOLOGY SKILLS: Proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, and Genesis Employee Portal and Student Information System

AMERICANS WITH DISABILITIES ACT STATEMENT:

External and internal 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 West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 2/23/2021

Certified by: C. J. Comella
Director of Human Resources