



## West Windsor-Plainsboro Regional School

### Job Description

**Job Title:** School Nurse Coordinator  
**Department:** District  
**Reports To:** Superintendent or designee  
**Salary Guide:** WWPEA  
**Prepared Date:** May 23, 2023

**Position Summary:** Coordinate the duties of the nurses as they pertain to health assessment, health counseling, health education, and healthcare. Serves as a district wide health services specialist in assisting nurses promoting health and wellness. The School Nurse Coordinator assists in ensuring district health practices are in alignment with NJ law, board policies and administrative guidelines.

**Qualifications:** New Jersey Certification as School Nurse  
Successful Criminal History Clearance  
Proof of U.S. Citizenship or appropriate employment authorization  
Ability to maintain a safe, healthy educational environment  
Strong interpersonal and communication skills  
Compliance with the NJ FIRST Act

#### **Essential Duties: Working with students, school personnel, parents and others:**

- Coordinate nursing coverage schedule and camp schedule.
- Oversee compliance of state regulations and reporting.
- Disseminate and explain information regarding new district health services, programs and procedures, and state forms and regulations.
- Provide orientation for new school nurses, substitute nurses and new school physicians.
- Develop appropriate health and health related policies.
- Serve as a liaison between administration, families, staff, and district physician(s).
- Make recommendations to administration regarding CDC guidance and department of health regulations.
- Conduct periodic nurses' meetings.
- Plan for and coordinate the development of health in-service programs for nurses, teachers and community.
- Conduct an annual review and update of school nurses' handbook.
- Coordinate and write grant proposals related to areas of district health needs
- Work closely with the district nurses and physicians to identify student and staff health needs and develop and implement health services, accordingly.
- Assure that district policy on exclusion and readmission of students and staff with communicable diseases is implemented in collaboration with the nursing staff, medical inspector and building administrators.

- Maintain on-going communication with administrators regarding health services needs of students and staff.
- Ensure the appropriate collection and confidential filing of health records necessary for physicals, sports, student teachers and interns.
- Perform other such duties directly associated with the position as determined by supervisor.

## **TERMS OF EMPLOYMENT**

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable 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 certificated staff.

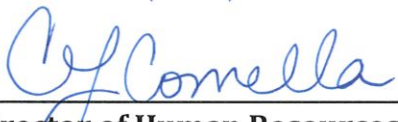
**TECHNOLOGY SKILLS:** Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, IEP software program, Genesis Employee Portal and Student Information System.

## **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: 5/24/2023

Certified by:   
Director of Human Resources