

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Nurse Coordinator**

### **QUALIFICATIONS:**

1. Holds a current NJ license as a Registered Nurse and a valid NJDOE School Nurse endorsement
2. Holds a position as a School Nurse in the Caldwell – West Caldwell School District
3. Has at least three (3) years of successful experience as a School Nurse
4. Has a strong working knowledge of the district's health services program, as well as local, state, and federal laws relevant to school health services
5. Has a demonstrated ability to exercise sound judgment, and devise and implement an effective course of action, under circumstances contemplated in the job description
6. Possesses demonstrated leadership skills
7. Possesses effective verbal and written communication skills
8. Possesses effective organizational and human relations skills

**REPORTS TO:** Director of Special Services

### **RESPONSIBILITIES:**

1. Serve as a liaison, with the Director of Special Services, between the school physician and district nurses
2. Serve as a liaison between the school physician and district staff
3. Oversee the development and maintenance of the annual School Nursing Plan in conjunction with the Chief School Administrator and the school physician. The annual School Nursing Plan will include a description of basic nursing services provided; a summary of the specific medical needs of individual students and how they will be addressed; a description of emergency nursing services; detailed nursing assignments for all school buildings; and a description of nursing and additional medical services to nonpublic schools.
4. Conduct regularly scheduled staff meetings, with a prepared agenda, in cooperation with the Director of Special Services

5. Assist in the coordination of in-service training for nurses and staff when appropriate
6. Ensure the appropriate training of substitute school nurses
7. Orient new staff nurses and school physicians
8. Coordinate the ordering of medical and office supplies for school nurses
9. Collect, and disseminate to the district nursing staff, information relevant to the health services program (e.g., professional development materials; changes in relevant legal requirements).
10. Provide individual professional advice and support to the district nursing staff as needed
11. Review the school health program and recommends changes as needed
12. In consultation with the school physician, update and maintain the district health services manual
13. Assist in the standardization of school health services and education
14. Assist the Director of Special Services in the development of health related policies and procedures
15. Plan, update and coordinate all mandated screening procedures
16. Interpret immunization mandates to nurses, students, teachers and parents when necessary
17. Assist in the development of records and forms used in recording health data
18. Interpret tuberculosis control mandates and develop procedures as required by law
19. Coordinate the district bloodborne pathogens compliance activities
20. Review all required health services reports and submit them to the Director of Special Services
21. Coordinate the preparation and submission of mandated state health-related forms
22. Promote close cooperation with community health agencies
23. Perform such other responsibilities consistent with this job description as may be assigned by the Director of Special Services