

Caldwell – West Caldwell Public Schools

Job Description

Title: School Nurse

QUALIFICATIONS:

1. NJ Certification as a School Nurse
2. Valid state license to practice as a registered nurse
3. Two years of experience in public health nursing, preferably in a school district
4. Such other qualifications as may be specified

REPORTS TO: Principal

RESPONSIBILITIES:

1. Conduct school health service, including tests for hearing and vision
2. Select and refer students in need of medical and dental care
3. Report to parents, school personnel, physicians, clinics, and other agencies on school medical matters
4. Maintain up-to-date cumulative health records on all students
5. Observe students on a regular basis to detect health needs
6. Assume authority, in the absence of a physician, for the care of students or staff members who have suffered injury or emergency illness
7. Participate with school staff in developing and implementing the total school health program
8. Contact the homes of children referred by principals
9. Advise on the modification of the educational program to meet the health needs of individual students
10. Prepare and submit reports for the district and the state
11. Authorize the exclusion and readmission of students in connection with infectious and contagious diseases in accordance with policy and law
12. Other such duties as may be assigned by the Principal or Superintendent