

**RIVER VALE SCHOOL DISTRICT
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: SCHOOL DISTRICT HEAD NURSE

QUALIFICATIONS:

1. Valid New Jersey School Nurse Certificate
2. Minimum experience as determined by the board
3. Demonstrated leadership in school improvement, program development, and community engagement
4. Ability to plan, organize, and administer a district level professional development program
5. Demonstrated expertise in school health nursing practice and emergency procedures
6. Knowledge of child growth and development, community and family dynamics, current health issues, and wellness education
7. Knowledge of community health and social services resources and ability to communicate effectively with nonschool health professionals and social service agencies
8. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Superintendent of Schools and/or designee

JOB GOALS: The School District Head Nurse serves as a leader and resource person to promote health and safety in the district's schools and to enhance the delivery of health services to students, faculty, and staff; to assist with the teaching of sound health practices. He/she will serve as the principle advisor to the Superintendent of Schools and/or designee on nursing and health services issues and will act as a resource person to the administration and teaching staff, assist in program development and coordination between the elementary and middle school, and coordinate the activities of building based nursing staff members, in cooperation with their building principals.

Specific Duties and Responsibilities:

1. Support the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Shall serve as a Certificated School Nurse (Instructional) and fulfill all obligations and duties of that job description.
3. Works with the Superintendent of Schools, directors, principals, supervisors, nurses, and teachers in developing the total school nursing and health services program, and assists in the formulation of a philosophy and objectives for the delivery of services.
4. Studies, evaluates, and, as appropriate, recommends to the Superintendent of Schools the adoption of new practices, materials, methods, and programs.

5. Provides leadership in the development of the total school nursing and health services program, and works to assure that these align with state regulations as well as district goals and objectives.
6. Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students. Coordinates the building nurses in the development and implementation of the district's emergency and crisis management plan.
7. Assists in the implementation of the district's in-service education program for nursing staff members and recommends nursing personnel attendance at conferences and participation in other professional growth activities.
8. Produces bulletins, guides, or directories to be distributed to the staff as required.
9. Schedules and organizes departmental meetings in order to effect horizontal and vertical continuity and articulation of the nursing services program of the schools.
10. Plans and presents an overview to the board of education and to the parents and public at large of the nursing and health services program of the schools.
11. Maintains a resource library for the use of the nursing staff and collaborates with principals and nurses to develop a common file of community resources to enhance the health services program.
12. Keeps abreast of and interprets to the nursing staff the current research in the area of school nursing and community health and wellness.
13. Cooperates with CST members, school counseling staff, principals, and staff in planning the instructional program and support services for special education pupils and other students with special needs (i.e., 504 plans).
14. Coordinates all building nurses in the development of the sections of the budget that pertain to district nursing and health services, as requested.
15. Assists in the recruitment, screening, hiring, training, and assigning of nursing personnel.
16. Assumes responsibility for reviewing and evaluating results of district-wide screening/testing programs, and for other evaluative measures used by the schools and/or mandated by the state.
17. Coordinates and oversees Nurse's schedules (i.e. – Health Aide, Field Trips, etc.).
18. Performs other duties as may be assigned by the Superintendent of Schools and/or his/her designee.
19. Performance of such other duties as assigned.

TERMS OF EMPLOYMENT: 10-Month Position

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.

Note: The School District Head Nurse is a non-tenure track, annually appointed, stipended position. The position is authorized and appointed at the sole discretion of the Board of Education upon the recommendation of the Superintendent of Schools.

BOARD APPROVED: 7/26/11