

# JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION  
CLINTON TOWNSHIP**

**Student Services  
Certified**

---

**Title:** Head School Nurse

**Qualifications:** Minimum:

1. Hold and maintain a valid driver's license with no serious violations.
2. Hold a Master's Degree in a field related to Nursing or Health, preferred
3. Minimum of five (5) years' experience as a School Nurse, preferred
4. Some experience in supervisory or leadership capacity is preferred.
5. Strong organizational, communication and interpersonal skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**Certificate and Endorsement Requirements:** Registered Nurse who is currently licensed in New Jersey. Must also hold Valid New Jersey Standard School Nurse certification.

**Reports To:** Director of Special Services & Principal at Building Level

**Supervises:**

**Job Goal:** To coordinate all nursing activities and school health services at the district level as well as serving as a school nurse at the building level.

**Performance Responsibilities:**

1. Assist with the development and implementation of health-related policies and procedures.
2. Coordinate all district health services and programs.
3. Arrange the CPR recertification program for the school nurses.
4. Coordinate the in-service training of school nurses.
5. Coordinate the orientation of newly hired school nurses and substitute nurses.
6. Coordinate the employee Bloodborne Pathogens in-service program.
7. Coordinate the employee Hepatitis B vaccine program.
8. Schedule and conduct meetings with the nursing staff as needed.
9. Assist with budget preparation.
10. Evaluate and recommend the purchase of health service materials, supplies, and equipment.
11. Orders supplies, materials and equipment.
12. Consult with the school physician as needed.
13. Serve as a liaison between the Township Division of Health, school health specialists, school administrators, school physicians, and public health and welfare agencies.
14. Maintain the district nursing plan, incorporating new state recommendations and mandates.
15. Complete Regulated Medical Waste applications, reports, and inspections.
16. Review the Annual Immunization Status Reports and submit them to the local and state health departments.
17. Review the Annual Report of Tuberculosis Testing in the schools and submit it to the local and state department of health.
18. Gather, organize, and maintain district-wide health services program records.

19. Submit reports as required by the Superintendent, Board of Education, and the State of New Jersey.
20. Performs duties of School Nurse.
21. Perform all other duties as assigned by the Superintendent of Schools and/or designee.

<b>Terms of Employment:</b>	Stipend and hours as approved by the Board of Education as per the CTEA agreement.
<b>Annual Evaluation:</b>	The performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations.
<b>Approved by:</b>	Superintendent of Schools
<b>Date:</b>	
<b>Account Code(s):</b>	11.000.xxx.xxx.xxx.xxx - 100%