

## **P.G. Chambers School Job Description**

<b>Position Title:</b> Nursing Director – Certified School Nurse
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**Responsible To:** Principal

**Primary Responsibility:** To contribute to the goals and objectives of P.G. Chambers School. The goal of school health services is to strengthen and facilitate the educational process by improving and protecting the health status of students and staff.

### **Scope of Responsibilities:**

- Provides special health care and related services through assessment, intervention and follow-up for all children within the school setting.
- Develops Individualized Healthcare Plans to direct nursing care for students.
- Cares for sick and injured students and arranges for an appropriate course of action.
- Administers medication and health care procedures according to students' Individual Education Programs.
- Monitors immunizations, manages communicable diseases, assesses the school environment for safety, and supervises infection control measures.
- Provides interpretation of health problems and medical reports to family and staff.
- Monitors growth and development of students.
- Provides families with health care referral information along with available community resources.
- Develops and implements a Health Curriculum.
- Develops, updates, and maintains the Health and Safety Standard Operating Procedures of the school.
- Prepares and maintains accurate written nursing reports, immunization records, and medical records.
- Attends daily classroom meetings for student updates.
- On an as needed basis will assess students in Kids Count Child Care for any injury; illness; concerns; brought to the attention of P.G. Chambers nursing staff by Kids Count Staff. Appropriate treatment, consistent with child care regulations, will be provided to the student and parent contact will be initiated by the Kids Count Staff.

### **Qualifications: General**

- New Jersey Board of Professional Nursing License
- New Jersey Department of Education School Nurse Certification
- Maintain the required number of professional development hours for NJDOE and NJ Board of Nursing.

- Maintain CPR/AED certifications
- Physical ability to lift 40 lb.
- At least five years of related experience.

**Qualifications: Specific**

- The ability to function consistently and effectively in an objective and rational manner regardless of pressures.
- Demonstrate ability to select, train and provide opportunities for development of others by recognizing and improving their abilities.

Revised 4/2019