



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: EXTENDED SCHOOL YEAR PROGRAM NURSE**

## **QUALIFICATIONS:**

1. Current license as a registered professional nurse in New Jersey.
2. Certification as a school nurse or working toward this certification in accordance with state law and regulation.
3. A Bachelor's Degree based upon a four year curriculum in an accredited institution.
4. Successful completion of an approved college curriculum (by the N.J. State Department of Education) or approved program of college studies.
5. Demonstrates successful experience in working with children, especially children with disabilities, with documented health issues.
6. Minimum of three years successful experience as a nurse or school nurse (preferred).
7. Organization, communications and human relations skills.
8. Such alternatives to the above qualifications as the Board may find appropriate.

**REPORTS TO:** Director of Special Services

**JOB GOAL:** To support the students and staff by creating a climate of health and well-being in the Extended School Year Program and by addressing the health needs of the school consistent with the goals set forth by the Board of Education and within the resources provided by the Board.

## **PERFORMANCE RESPONSIBILITIES:**

1. Assessment
  - a. Maintains a complete, up-to-date health record system using available technology.
  - b. Plans and conducts screenings, examinations and health appraisals in accordance with state law and district policy.
  - c. Monitors newly enrolled students in order to ensure that state law and district policy are implemented concerning health issues (i.e., immunization, medical records).
  - d. If required, facilitates health appraisals for students in the Extended School Year Program.
  - e. Participates in Child Study Team deliberations when applicable.
2. Consultation
  - a. Advises and counsels students, staff and parents, as appropriate, concerning health issues.
  - b. Makes referrals to school resources and/or community agencies as necessary.
  - c. Serves as consultant and resource person in health instruction and curriculum planning.

- d. Facilitates the implementation of homebound instruction.
- e. Provides input to the administration concerning the implementation of state law and the development of district policies and procedures related to health issues.

3. Emergency Care

- a. Provides first aid as needed.
- b. Assists emergency caregivers as applicable.
- c. Maintains appropriate records as required.

4. School Environment

- a. Makes recommendations to the Director of Special Services regarding health and safety to promote a safe, healthy and comfortable learning environment.
- b. Administers medication in accordance with state law and district policy.

5. School/Community Relations

- a. Communicates with parents/guardians as needed concerning their child's health.
- b. Cooperates and shares professionally with members of the district staff.
- c. Keeps staff informed about relevant health issues.
- d. Communicates with various health related organizations in the community and surrounding areas as needed for students and staff.
- e. Handles sensitive and confidential information, documents, communications, incidents, etc., with discretion and in a conscientious manner.

6. Other Assigned Duties

- a. Performs all other tasks and assumes such other duties as designated by the Director of Special Services.

**TERMS OF EMPLOYMENT:** Hourly basis from July 1, 2009 through August 7, 2009.  
Salary established by the Holmdel Township Board of Education.

**EVALUATION:** Performance of this job will be informally evaluated in writing.

**SOURCE:** Regular Board Meeting

**DATE:** April 22, 2009