THE PUBLIC SCHOOLS
Montclair, New Jersey

JOB DESCRIPTION

Position Title: Supervisor of Nursing

Qualifications:
1. School Nursing/Teacher of Health and Supervisory Certificate required;
2. Demonstrated ability to work effectively with district administration;
3. Demonstrated aptitude or competence for assigned responsibilities;
4. Ability to effectively function independently;
5. Such alternatives to the above qualifications as the Supervisor may find appropriate and acceptable.

Responsible to: Superintendent

Job Goal: To work cooperatively with those in authority and provide an essential connection between the School Nurses in Montclair and the various schools, community and governmental agencies who are involved with the health of children.

Performance Responsibilities:
1. Works in cooperation with the school physician, other school health professionals (e.g. dentist, non-certified nurses, optometrist), members of the staff, parents, school related committees and community health professionals to promote a healthy school climate and to maintain conformity to required mandates for the delivery of health services in schools;
2. Review and make effective suggestions for the organization and implementation of all health services programs;
3. Assist with interviewing and selection of health services personnel;
4. Monitor and maintain a uniform system of electronic records and written forms which record and communicate health data across all buildings and/or programs;
5. Assist with the orientation of new school nurses and health services personnel;
6. Hold regular effective staff meetings which promote uniformity of service;
7. Promote effective communication and interpersonal relationships with other members of the faculty;
8. Promote participation of all school nurses in Child Study team evaluation and placement when required;
9. Evaluate the school health program and recommend changes as needed;
10. Assist with the scheduling of the school physician across the district;
11. Assists with emergency management activities regarding the prevention and control of communicable diseases;
12. Confers with and advises students, parents, and staff members on matters of policy pertaining to the health and safety of students;
13. Assists in the development of policies and procedures for comprehensive health education and services;
14. Review and provide services which conform to district objectives;
15. Enforces all board policies, administrative directions and state laws/regulations relating to health services
16. Maintain positive relationships with the building administration, parents, other staff and students in the buildings;
17. Performs such other appropriate duties as required under law, as may be assigned by the Superintendent
18. Assume other related responsibilities and duties within the context of the major responsibilities and/ or illustrations of key duties
19. Assist nurses across the district in completing mandated health screenings and physical examinations
20. Provide emergency coverage as needed in buildings in the absence of a school nurse or district substitute
21. Coordinate professional development for nurses
22. Ensure mandated staff educational programs relating to health are provided
23. Coordinate and facilitate district registration with Registrar's Office as it relates to health services
24. Coordinate substitute nurses for field trips
25. Schedule mantoux testing for district substitutes
26. Provide DLC-CSN oversight

Terms of Employment: Annual appointment. Salary and benefits as determined by the Board
Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.
Established: August 2016
Board approved: 8/22/16