

## TRENTON BOARD OF EDUCATION

## JOB DESCRIPTION

**SUPERVISOR OF NURSES PreK-12**

- QUALIFICATIONS:**
1. New Jersey Supervisor's Certificate.
  2. New Jersey School Nurse Certificate.
  3. A minimum of five (5) years experience in the health occupation field.

**REPORTS TO:** Assistant Superintendent of Special Education

**JOB GOAL**

To assist in establishing and implementing school health policies and services to meet the health needs of students and staff.

**SUPERVISES:** Nurses and Clerical Staff

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in formal evaluation process of school nurses in accordance with district's policies and procedures.
2. Supervises and follow-up all staff nurses activities and programs to determine quality of performance rendered and make appraisal for improvement to meet the needs of the children.
3. Serves as the District's Section 504 Coordinator.
4. Follow-up, corrects and treats all defects found in the health appraisal of the whole child (medical and dental examination, vision and hearing screening, strep disease control program, immunizations, communicable disease control, VD, etc.).
5. Leads all nursing staff members in implementing the state rules and regulations in matters of school health and all policies approved by the school system, by the Chief Medical Officer and adopted by the Board of Education.
6. Plans, prepares, organizes and implements all health services programs.
7. Assigns and schedules nursing staff and physicians to schools with the cooperation and approval of Medical Director.
8. Schedules and supervises all staff nurses' activities and the following programs:
  - a. Tuberculosis testing data for new hires
  - b. Hearing and Vision Screening (Team Testing) which entails organizing for all students.
  - c. Physical examinations (students and special examinations) of all students at stated intervals and special annually or as indicated.
  - d. All mass programs—such as, blood bank programs, central student registration, immunizations program that may be planned, all mass physical examinations such as cafeteria employees, etc.
9. Leads the scheduling and assignment of nurses that are in need of clinical and school nursing experience from such programs as School Nurse Practitioner Program, hospitals and colleges that have degree programs for nurses.

- 10. Schedules and conducts periodic meetings with school nurses.
  - a. Schedule staff meetings, as the need arises, for discussion of plans and scheduling of programs for the school health services.
  - b. Assist in planning and making provisions for in-service programs for school nurses.
- 11. Assists the Chief Medical Officer, school health committee and administrators in developing school health programs.
- 12. Evaluates the school health program and makes recommendations for change as needed, and complete Annual Comprehensive Nursing Report.
- 13. Prepares statistical report for the Superintendent, the State Board of Health;
- 14. Budgets and distributes school health supplies
  - a. Assists in planning the school health services budget.
  - b. Prepare and submit budget requests for the school health services program
  - c. Distribute supplies to health offices.
- 15. Participates in development of records and forms used in recording health data.
- 16. Reviews and evaluates statistics and reports submits by staff—monthly and annually - cooperatively with the Chief Medical Inspector.
- 17. Monitors staff attendance for all School Nurses and confer with the building Principal.
- 18. Serves as liaison for the employee assistance program.
- 19. Collaborates with other health related programs and maintains communication with assisting agencies.
- 20. Provides input in the registration process for students and confers with appropriate staff.
- 21. Performs such other duties related to the operation of the Medical Department as assigned by immediate supervisor (or person designated by immediate supervisor), including functions of any higher, equal, or lower level position.

TERM OF

EMPLOYMENT: Twelve (12) months position

BARGAINING UNIT: Administrators -TASA

SALARY: In accordance with TASA Salary Guide

STATUS: Hourly \_\_\_\_\_ Salaried   X    
 Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_

EVALUATION: performance will be evaluated annually in accordance with the provisions of established evaluation procedures.

BOARD APPROVAL: \_\_

Board Approved  
 October 26, 2015