

**LIVINGSTON SCHOOL DISTRICT**  
**Livingston, New Jersey 07039**

**SCHOOL NURSE COORDINATOR**

**QUALIFICATIONS:**

1. Valid school nurse certification.
2. Ability to effectively communicate with all staff, students, and other members of the school community.
3. Ability to exhibit professionalism, confidentiality and appropriate decorum in all situations.
4. Demonstrated organizational skills and ability to maintain accurate records.
5. Such alternatives and additions to the above qualifications as the administration and the Board find acceptable.

**REPORTS TO:** Assistant Superintendent and Director of School Counseling Services

**JOB RESPONSIBILITIES**

1. Coordinate and manage monthly department meetings, issue minutes.
2. Budget
  - a. Health Supplies and equipment for the District.
  - b. District inventory.
3. Tuberculin program
  - a. Coordinating supply order (i.e., syringes, vaccine, etc).
  - b. Distribute supplies to all schools.
4. State requirements
  - a. Relay new policies and information to all school nurses.
  - b. Distribute State reports (tuberculosis, immunization). Discuss directions for completion and organize collection date. Collect all completed State forms, collate and submit to appropriate Department in State office and local health department.
  - c. Coordinate standing orders and quality assurance reports for the school physical and obtain physician signatures/orders every school year.
5. School Physical Examinations: As per NJ guidelines, an entrance physical only is needed. The school physician will provide physicals on an as needed basis.
  - a. Schedule exams with school physician for those students without a medical home.
  - b. Arrange with school nurses any students in need of physical exams.
6. Sports Physical Examinations
  - a. Athletic Director will schedule time, place and physicians and relay to coordinator.
  - b. Communicate such information with high school and middle school nurses.
  - c. The high school nurses will arrange for appropriate equipment with the maintenance staff.
  - d. Coordinate the scheduling of the nursing staff.

- e. Communicate with the Athletic Director regarding any necessary needs, changes, etc.
- 7. Attend In-Service Programs: conferences, workshops, etc.
- 8. Health forms
  - a. Organize committees to update forms if necessary.
  - b. Communicate with supervisor to arrange summer writing for revisions at least every three years.
- 9. Health Equipment: ordering, repairs and maintenance
  - a. Coordinate with Central Office staff for calibrations of audiometric equipment.
  - b. Coordinate with Central Office staff to arrange and schedule for refilling and testing of oxygen tanks.
  - c. Coordinate with Central Office staff to arrange and schedule balancing of scales.
- 10. Communicable Disease Control: Communicate with the Livingston Board of Health in reference to Communicable disease control.
- 11. Safety, accident prevention – Consultant on health activities
  - a. Collaborate with local agencies pertaining to health, safety and environmental conditions.
- 12. Provide statistics for Department of Health and School Superintendent upon request.

**TERMS OF EMPLOYMENT:**

This is a ten month stipend position with compensation to be governed by the LEA contract.

**EVALUATION:**

The performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of certified personnel.

Approved: