



Bergen Center for Child Development
140 Park Street, Haworth, N.J. 07640
(201)385-4857 FAX: (201)385-4997

Position: School Nurse (Certified)

Location: Bergen Center for Child Development, Haworth NJ 07641

Status: Full-Time, 5 days per week

Hours: 7:45 am - 2:45 pm

Core Function

The Certified School Nurse is responsible for promoting and maintaining the health and well-being of all students, ensuring a safe school environment in compliance with New Jersey Department of Education (NJDOE) and local Board of Education regulations. The nurse acts as the primary healthcare liaison between the school, home, and community health agencies.

Responsibilities

The School Nurse's responsibilities include, but are not limited to:

Direct Student Healthcare and Case Management

- Provide immediate first aid and emergency care for injuries or acute illnesses, documenting all incidents and notifying parents of illnesses, first aid delivered, and any indicators requiring a doctor's visit.
- Administer prescribed medications at required times (e.g., epileptic, psychotropic, antihistamines) after obtaining necessary parental and physician authorizations.
- Develop and implement individualized healthcare plans (IHPs) for students with chronic conditions.
- Compile and update a list of students' specific allergic reactions and communicate this information to teachers and cafeteria staff.
- Coordinate with the Director regarding the exclusion of children from school due to illness or non-compliance with NJ Administrative Code or Title 18A immunization requirements.
- Check children upon their return to school after an illness.
- Administer Mantoux testing when necessary.

Health Screenings and Assessments

- Coordinate with an Orthopedic Surgeon for Scoliosis Screenings and report findings to parents.
- Review and update all medical records to ensure the health and well-being of all students, including yearly dental and physical examination reports.

Compliance, Documentation, and Emergency Preparedness

- Maintain accurate, confidential student health records and ensure all medical documentation adheres to state and federal confidentiality guidelines.
- Notify the NJ State Department of Education of all communicable diseases and, where required by law, the Federal Center for Disease Control.

- Review and update yearly existing disaster/emergency plans in compliance with NJ rules and regulations.
- Transport or assist in transporting students requiring emergency medical treatment to the hospital (with records) and complete all required incident reports.

Collaboration and Education

- Meet with staff members when necessary, regarding students' physical and/or emotional problems to implement a collaborative plan of action.
 - Schedule and implement a Family Life Program; maintain a parent/staff library of relevant books, periodicals, and videos; coordinate home/school programs of interest.
 - Serve as a health education resource to staff and families.
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Qualifications and Requirements

- **License/Certification:**
 - Current Registered Nurse (RN) license in the State of New Jersey (Required).
 - **New Jersey School Nurse Certification** (Instructional or Non-Instructional) from the NJDOE (Required).
 - LPN (Preferred, but RN is required for this certified role).
- **Education:** Bachelor's degree in Nursing (BSN) typically required for NJ certification.
- **Experience:** Experience in a school setting or pediatric environment preferred.
- **Clearances:**
 - Criminal Background Check Clearance (Required).
 - Drug Screening Clearance (Required).
- **Physical Setting:** School

- **Ability to Commute/Relocate:** Must reliably commute to Haworth, NJ 07641, or be planning to relocate before starting work (Required).
- Current CPR/AED certification (implied requirement for all NJ school nursing positions).