

**RIVER VALE BOARD OF EDUCATION
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: SCHOOL NURSE AIDE

QUALIFICATIONS:

1. Valid New Jersey Registered Nurse (RN) License
2. Minimum experience as determined by the Board of Education
3. Strong interpersonal and communication skills
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal and/or School Nurse

JOB GOALS: Provides support to the School Nurse by providing health services to student, faculty and staff, and by communicating with parents/guardians under the direction of the School Nurse.

Specific Duties and Responsibilities:

1. Cover the health office when a nurse is not present.
2. Records absences and follow-up with parents/guardians as needed.
3. Administers first aid to students and staff as needed.
4. Assists with the assessment of illnesses, diseases, injuries and health screenings of students and staff.
5. Assists with the maintenance of health records and daily log of health office visits.
6. Utilizes the Student Information System to document student information.
7. Communicates with parents/guardians regarding student health issues as needed.
8. Performs other related duties as assigned by the Principal or School Nurse.

TERMS OF EMPLOYMENT: Salary and working day to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certificated staff.

REVISED: March 15, 2022

BOARD APPROVED: 9/7/2010