

## JOB DESCRIPTION

**JOB TITLE:** BEFORE/AFTER SCHOOL NURSE – LPN

**GENERAL DESCRIPTION:** Under direction of a school principal, a physician, other district administrator and school nurse, performs professional nursing activities pursuant to a school health plan program within the Before/After School programs for the district.

**QUALIFICATIONS:**

**NOTE: All new employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.**

- Valid NJ State Licensed Practical Nurse Certification
- CPR and AED certifications required
- Knowledge of nursing techniques, routines and methods

**REPORTS TO:** 21st Century/Latchkey Supervisor

**PERFORMANCE RESPONSIBILITIES:**

**NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:**

1. Administers first aid in cases of accident or illness.
2. Confers with children and parents on the need for medical care, and refers them to community agencies, if needed.
3. Recommends exclusions from school regarding communicable and other illnesses.
4. Obtains and maintains health histories of students.
5. Serves as a liaison between District RN's and before/after programs. .
6. Obtains, stores, safeguards, and makes proper use of medical equipment, materials, and supplies.
7. Prepares and maintains accurate reports.
8. Maintains health records and files.
9. Utilizes various types of electronic and/or manual recording and information systems used by the district or related healthcare agencies.
10. Provides medical coverage throughout the district as necessary and/or as assigned.
11. Performs other related duties as assigned.
12. Follows direction of district NJ School Certified Nurse

**APPROVED BY:**  
**DATE: 8/7/2024**



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