DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

Public Meeting, July 17, 2017

Personnel Fiscal Resolutions

FINAL RESOLUTION No. 3583

The Superintendent recommends that the Board of Education approve the following personnel fiscal resolutions.

3583 A. RETIREMENT

NAME	ASSIGNMENT	EFFECTIVE DATE
Boer,	Guidance Counselor	7/1/17
Susan	CHS – 1.0 FTE	

Background

Ms. Boer faithfully served in the public schools of South Orange and Maplewood for 6 ½ years. In appreciation of her contributions to the educational welfare of this community; she will be given recognition at one of the June 2018 meetings.

3583 B. RESIGNATIONS

NAME	ASSIGNMENT	EFFECTIVE DATE
Angel-Lambert,	T Art	7/1/17
Kirsten	CHS6 FTE	
Banas,	School Social Worker (Non-CST)	8/31/17
Nicole	DIST – 1.0 FTE	
Fanneron,	S4/12, Secretary	8/28/17
Elizabeth	CHS – 1.0 FTE	
Gaskins,	School Bus Aide	7/1/17
Lena	DIST5 FTE	
Guzman,	T Physical Ed.	7/1/17
Brendan	DIST4 FTE	
Hunt,	T Math	7/1/17
Tomeeko	MM – 1.0 FTE	
Williams,	School Bus Aide	7/1/17
Darius	DIST5 FTE	

Background

Ms. Angel-Lambert and Mr. Guzman are each resigning to accept positions in other districts.

Ms. Banas, Ms. Fanneron, Ms. Gaskins, and Mr. Williams are each resigning for personal reasons.

Ms. Hunt is resigning to accept a positon in another district.

3583 C. RESCIND APPOINTMENTS FOR THE 2017-2018 SCHOOL YEAR

NAME	ASSIGNMENT	EFFECTIVE	ACTUAL
		DATE	SALARY
McDonald,	T Science	9/1/17	\$64,962*
Diona	MM-1.0~FTE	6/30/18	
Wickens,	LDTC	9/1/17	\$86,563*
Mary	MM – 1.0 FTE	6/30/18	

3583 D. APPOINTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Baer,	T Science	9/1/17	\$76,213*
Stephen	SOM – 1.0 FTE	6/30/18	

D44	G4/12 G	0/21/17	Ø51611¥
Beatty,	S4/12, Secretary	8/21/17	\$54,644*
Fiona	MM – 1.0 FTE	6/30/18	\$20.07 <i>(</i> *
Bethea,	Clerical Aide	9/1/17	\$32,276*
Sabrina	MAR – 1.0 FTE	6/30/18	ф 40, 400 tr
Burniston,	T SPED	9/1/17	\$49,409*
Jenna	CLIN – 1.0 FTE	6/30/18	
Colatruglio,	T SPED	9/1/17	\$58,152*
Angela	SM – 1.0 FTE	6/30/18	
Ferruggiaro,	3 rd Grade Teacher	9/1/17 6/30/18	\$55,610*
Alana			
Helfrich,	T SPED	9/1/17	\$55,610*
Andrew	CLIN – 1.0 FTE	6/30/18	
Hillman,	T Language Arts	9/1/17	\$53,304*
Brandon	SOM – 1.0 FTE	6/30/18	
Kerns,	T Social Studies	9/1/17	\$55,610*
Meghan	<i>SOM – 1.0 FTE</i>	6/30/18	
Logan,	T SPED	9/1/17	\$63,992*
Takia	CHS – 1.0 FTE	6/30/18	
McDowell,	T Social Studies	9/1/17	\$78,356*
Jennifer	<i>SOM – 1.0 FTE</i>	6/30/18	
Muckenthaler,	T SPED	9/1/17	\$49,409*
Randall	$JEFF-1.0\ FTE$	6/30/18	
Napolen,	School Social Worker (Non-CST)	9/1/17	\$59,984*
Shazaan	DIST – 1.0 FTE	6/30/18	
Nichols,	5 th Grade Teacher	9/1/17	\$49,409*
Thomas	JEFF – 1.0 FTE	6/30/18	
Phillips,	T Science	9/1/17	\$60,705*
Aloysius	MM-1.0~FTE	6/30/18	
Santos,	T SPED	9/1/17	\$55,610*
Brittany	MM-1.0 FTE	6/30/18	
Sirota,	T Drama	9/1/17	\$65,451*
Darin	<i>SOM</i> – 1.0 <i>FTE</i>	6/30/18	
Smith,	T SPED	9/1/17	\$68,500*
Patricia	CLIN – 1.0 FTE	6/30/18	
Stitt,	1 st Grade Teacher	9/1/17	\$78,356*
April	MAR – 1.0 FTE	6/30/18	
Tazewell,	Library Media Specialist	9/1/17	\$88,525*
Lora	SOM – 1.0 FTE	6/30/18	•
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Background

- Mr. Baer is replacing Gopika Sharma, who was transferred.
- Ms. Beatty is replacing Patricia Galluzzi-Holmes, who was reassigned.
- Ms. Bethea is replacing Kimberly Edmonds.
- Ms. Burniston is replacing Jon Korellis, who resigned. This appointment is pending receipt of NJ Certification.
- Ms. Colatruglio is filling a new position.
- **Ms. Ferruggiaro** is replacing *Lorraine Sudol*, who was transferred.
- **Mr. Helfrich** is filling a new position.
- Mr. Hillman is replacing Debra Davis, who resigned.
- Ms. Kerns is replacing Kiina Dordoni, who resigned.
- Ms. Logan is filling a new position.
- Ms. McDowell is replacing Stephanie Rivera, who was transferred.
- Mr. Muckenthaler is filling a new position.
- Ms. Napolen is replacing Nicole Banas, who resigned.

Personnel Fiscal Resolutions FINAL No. 3583 – July 17, 2017 Page 3

Mr. Nichols is replacing *Genevieve Audain-Serrette*. This appointment is pending receipt of NJ Elementary School Teacher certification.

Mr. Phillips is filling a new position.

Ms. Santos is replacing *Francine DePaolo*, who was transferred.

Ms. Sirota is filling a new position.

Ms. Smith is filling a new positon.

Ms. Stitt is replacing Julie Vinci.

Ms. Tazewell is replacing Karyn Lewis.

3583 E. APPOINTMENT OF LEAVE REPLACEMENT STAFF

NAME	ASSIGNMENT	EFFECTIVE	ACTUAL
		DATE	SALARY
Carlsen-Gaffney,	4 th Grade Teacher	9/1/17	\$61,773*
Kathleen	JEFF – 1.0 FTE	12/31/17	
Catalano,	School Social Worker	9/1/17	\$75,774*
Janis	DIST – 1.0 FTE	6/30/18	
Ciuba,	T SPED	9/1/17	\$55,610*
Rebecca	SM – 1.0 FTE	12/31/17	
Green,	5 th Grade Teacher	9/1/17	\$55,610*
Ben	<i>SB</i> − 1.0 <i>FTE</i>	12/31/17	
Mount-Campbell,	1 st Grade Teacher	9/1/17	\$55,610*
Alexandra	MAR – 1.0 FTE	11/10/17	

Background

Ms. Carlsen-Gaffney will be filling in for Kate Scasso, while she's out on maternity leave and FMLA.

Ms. Catalano will be filling in for Amy Litkey, while she's out on personal leave.

Ms. Ciuba will be filling in for *Meredith Roig*, while she's out on FMLA and childcare leave.

Mr. Green will be filling in for Kelly Kiess, while she's out on FMLA and childcare leave.

Ms. Mount-Campbell will be filling in for Stephanie Rotondo, while she's out on FMLA.

3583 F. CHANGE IN START DATE

NAME	ASSIGNMENT	OLD START DATE	NEW START DATE
Galluzzi-Holmes,	S5/12, Secretary	TBD	7/3/17
Patricia	DIST – 1.0 FTE		6/30/18

3583 G. TRANSFERS/REASSIGNMENTS

NAME	OLD ASSIGNMENT	NEW ASSIGNMENT	EFFECTIVE
			DATE
Antunes,	T SPED	T SPED	9/1/17
Rebecca	MAR - 1.0 FTE	TUS – 1.0 FTE	6/30/18
Cahill,	T PE/Health	T PE/Health	9/1/17
Alison	$SOM - 1.0 \; FTE$	CHS – 1.0 FTE	6/30/18
DePaolo,	T SPED	T SPED	9/1/17
Francine	MM - 1.0 FTE	TUS – 1.0 FTE	6/30/18
Sharma,	T Science	T Social Studies (Psychology)	9/1/17
Gopika	SOM – 1.0 FTE	CHS – 1.0 FTE	6/30/18
Simandl,	2 nd Grade Teacher	3 rd Grade Teacher	9/1/17
Lori	MAR - 1.0 FTE	JEFF – 1.0 FTE	6/30/18
Struthwolf,	T Phys. Ed.	T Phys. Ed.	9/1/17
Jacqueline	CHS – 1.0 FTE	<i>SOM</i> – 1.0 <i>FTE</i>	6/30/18

Sudol,	5 th Grade Teacher	T Math	9/1/17
Lorraine	JEFF – 1.0 FTE	MM – 1.0 FTE	6/30/18

Background

Ms. DePaolo is being transferred to fill a new position.

Ms. Sharma is filling a new position.

Ms. Simandl is being transferred to due to increased enrollment.

Ms. Sudol is replacing Tomeeko Hunt, who resigned.

3583 H. LEAVES OF ABSENCE

NAME	ASSIGNMENT	EFFECTIVE DATE
Cifuentes,	T SPED	6/5/17- 6/30/17
Katherine	MM	(Paid Maternity Leave)
	1.0 FTE	9/1/17-11/23/17
		(Unpaid FMLA)
		11/24/17-12/8/17
		(Unpaid Childcare Leave)
Litkey,	School Social Worker	9/1/17-6/30/18
Amy	DIST – 1.0 FTE	(Unpaid Personal Leave)
Proietto,	T SPED	9/1/17-11/23/17
Vanessa	MAR - 1.0 FTE	(Unpaid FMLA)

3583 I. SALARY ADJUSTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
Cirelli,	T Italian	9/1/17	+\$11,659	\$69,954*
Renata	CHS – 1.2 FTE	6/30/18		

Background

Ms. Cirelli will be compensated for teaching a sixth class.

3583 J. STIPENDS

NAME	ASSIGNMENT	EFFECTIVE	ACTUAL
		DATE	SALARY
Abella,	Team Leader, Gr. 6A	9/1/17	\$5,944
Linda	SOM - 1.0 FTE	6/30/18	
Balas,	Orchestra	9/1/17	\$3,323
Christopher	MM - 1.0 FTE	6/30/18	
Bas,	Varsity Coach, Volleyball	9/1/17	\$5,614
Juan	CHS - 1.0 FTE	11/30/17	
Bethea,	Student Council	9/1/17	\$2,834
Paula	$SOM - 1.0 \; FTE$	6/30/18	
Borkowski,	JV Coach, Tennis	9/1/17	\$3,811
Matthew	CHS – 1.0 FTE	11/30/17	
Bradshaw,	Musical Director	9/1/17	\$4,800
Regina	MM - 1.0 FTE	6/30/18	
	Choral Advisor	9/1/17	\$3,323
	MM - 1.0 FTE	6/30/18	
Buzar,	Varsity Coach, Field Hockey	9/1/17	\$6,566
Marissa	CHS – 1.0 FTE	11/30/17	

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Cicenia,	Team Leader, Gr. 7C SOM – 1.0 FTE	9/1/17 6/30/18	\$5,944
Anthony		9/1/17	¢5.044
	Cicenia, Team Leader, Gr. 8A Louis SOM – 1.0 FTE		\$5,944
Louis		6/30/18	¢1.((1.50
Cook,	Orchestra 5 FTF	9/1/17	\$1,661.50
William	SOM – .5 FTE	6/30/18	A. 7. 7. 7. 7.
Corino,	Varsity Coach, Head Girls Soccer	9/1/17	\$6,566
Ashley	CHS – 1.0 FTE	11/30/17	
	Team Leader, Gr. 8C	9/1/17	\$5,944
	SOM – 1.0 FTE	6/30/18	
	Yearbook	9/1/17	\$2,834
	SOM – 1.0 FTE	6/30/18	
Duffey,	Set Design	9/1/17	\$3,000
Dallas	MM – 1.0 FTE	6/30/18	
Ezzo,	Scenery Construction	9/1/17	\$2,834
Jacob	<i>SOM – 1.0 FTE</i>	6/30/18	
	Choral	9/1/17	\$3,323
	<i>SOM – 1.0 FTE</i>	6/30/18	
Felder,	Team Leader, Gr. 7	9/1/17	\$5,944
Jamie	MM - 1.0 FTE	6/30/18	
Forero,	Team Leader, Gr. 6C	9/1/17	\$5,944
Angela	SOM – 1.0 FTE	6/30/18	
Frankoski,	JV Coach, Field Hockey	9/1/17	\$4,594
Rebecca	CHS – 1.0 FTE	11/30/17	
Grant,	Team Leader, Gr. 6B	9/1/17	\$5,944
Diane	SOM – 1.0 FTE	6/30/18	12,5
Diane	Science Fair	9/1/17	\$3,323
	SOM – 1.0 FTE	6/30/18	40,020
Gregory,	Team Leader, Gr. 7B	9/1/17	\$5,944
John John	SOM – 1.0 FTE	6/30/18	Ψ2,> 1 1
Hannen,	Freshman Coach, Field Hockey	9/1/17	\$3,749
Katherine	CHS – 1.0 FTE	11/30/17	Ψ3,717
Hansen,	Yearbook	9/1/17	\$1,417
Meredith	MM5 FTE	6/30/18	Ψ1, τ1 /
Harris,	Musical/Drama	9/1/17	\$2,940
Elizabeth	SOM – .45 FTE	6/30/18	φ_{2}, φ_{4}
Buzavein	Scenery Design	9/1/17	\$2,834
	SOM – 1.0 FTE	6/30/18	Ψ2,034
Herstatt,	Team Leader, Gr. 8	9/1/17	\$5,944
Anna	MM – 1.0 FTE	6/30/18	Ψ3,744
	Science Fair	9/1/17	\$3,223
Hwang, Debra	MM – 1.0 FTE	6/30/18	φ3,223
	Student Council	9/1/17	\$944.67
Kaplan,	MM33 FTE		\$744.07
Brian		6/30/18	\$4.220
Knasel,	Production	9/1/17	\$4,320
Jessica	SOM87 FTE	6/30/18	07.044
	Team Leader, Gr. 6	9/1/17	\$5,944
Mantes,			1
Mantes, Raymund	MM – 1.0 FTE	6/30/18	A
Mantes, Raymund McGlotten,	Team Leader, Gr. 7A	9/1/17	\$5,944
Mantes, Raymund McGlotten, Lynn	Team Leader, Gr. 7A SOM – 1.0 FTE	9/1/17 6/30/18	-
Mantes, Raymund McGlotten,	Team Leader, Gr. 7A	9/1/17	\$5,944 \$4,676

Muirhead, Asst. Coach, Boys Soccer 9/1/17 \$4,676				
O'Dell, Ryan Team Leader, Gr. 7 9/1/17 \$5,944 Ryan MM - 1.0 FTE 6/30/18 \$2,834 Newspaper 9/1/17 \$2,834 MM - 1.0 FTE 6/30/18 \$2,398.50 MM - 1.0 FTE 6/30/18 \$3,98.50 Maureen MM - 1.0 FTE 6/30/18 Maureen MM - 1.0 FTE 6/30/18 Musical/Drama 9/1/17 \$4,683.50 MM - 1.0 FTE 6/30/18 \$466 Student Council 9/1/17 \$9,44.66 MM - 33 FTE 6/30/18 \$4,683.50 MM - 1.0 FTE 6/30/18 \$4,683.50 Paradiso, Intramural 9/1/17 \$4,683.50 Paradiso, Intramural 9/1/17 \$4,539 Gerald SOM - 5 FTE 1/31/18 \$1,549 Rivera, Asst Coach, Field hockey 9/1/17 \$4,539	Muirhead,	Asst. Coach, Boys Soccer	9/1/17	\$4,676
O'Dell, Ryan Team Leader, Gr. 7 9/1/17 \$5,944 Ryan MM - 1.0 FTE 6/30/18 \$2,834 Newspaper 9/1/17 \$2,834 MM - 1.0 FTE 6/30/18 \$2,398.50 MM - 1.0 FTE 6/30/18 \$3,98.50 Maureen MM - 1.0 FTE 6/30/18 Maureen MM - 1.0 FTE 6/30/18 Musical/Drama 9/1/17 \$4,683.50 MM - 1.0 FTE 6/30/18 \$466 Student Council 9/1/17 \$9,44.66 MM - 33 FTE 6/30/18 \$4,683.50 MM - 1.0 FTE 6/30/18 \$4,683.50 Paradiso, Intramural 9/1/17 \$4,683.50 Paradiso, Intramural 9/1/17 \$4,539 Gerald SOM - 5 FTE 1/31/18 \$1,549 Rivera, Asst Coach, Field hockey 9/1/17 \$4,539	-		11/30/17	
Ryan				\$5,944
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MM - 1.0 FTE	Tty un			\$2.834
Intranural				Ψ2,034
MM5 FTE				Φ2 200 50
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Maureen				
Musical/Drama MM - 1.0 FTE 6/30/18 Student Council 9/1/17 \$944.66 MM - 33 FTE 6/30/18 Palmgren,				\$5,944
MM - 1.0 FTE 6/30/18 Student Council 9/1/17 \$944.66	Maureen	MM - 1.0 FTE	6/30/18	
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Palmgren, Team Leader, Gr. 8 9/1/17 \$5,944 Richard MM - 1.0 FTE 6/30/18 Scenery Construction 9/1/17 \$4,683.50 MM - 1.0 FTE 6/30/18 Student Council 9/1/17 \$944.66 MM - 33 FTE 6/30/18 Student Council 9/1/17 \$944.66 MM - 33 FTE 6/30/18 Student Council 9/1/17 \$1,599 MM - 33 FTE 6/30/18 Paradiso, Intramural 9/1/17 \$1,599 Gerald SOM5 FTE 1/30/17 \$4,539 Rivera, Asst. Coach, Field Hockey 9/1/17 \$4,539 Stephanie CHS - 1.0 FTE 11/30/17 Stephanie Salguero, Intramural 2/1/18 1,543 Carlos SOM5 FTE 6/30/18 Savoia, JV Coach, Girls Soccer 9/1/17 \$4,676 Elizabeth CHS - 1.0 FTE 11/30/17 Schlatmann, Team Leader, Gr. 7 9/1/17 \$5,944 Maysa MM - 1.0 FTE 6/30/18 Struthwolf, JV Coach, Volleyball 9/1/17 \$4,594 Maria MM - 1.0 FTE 11/30/17 \$4,594 Struthwolf, JV Coach, Volleyball 9/1/17 \$4,594 Jacqueline CHS - 1.0 FTE 11/30/17 \$4,594 Tighe, Musical/Drama 9/1/17 \$4,594 Don SOM5 FTE 6/30/18 Production 9/1/17 \$646 SOM13 FTE 6/30/18 Orchestra 9/1/17 \$5,944 Nam5 FTE 6/30/18 Varney, Team Leader, Gr. 6 9/1/17 \$1,661.50 SOM5 FTE 6/30/18 Varney, Team Leader, Gr. 6 9/1/17 \$1,417 MM5 FTE 6/30/18 Wegbreit, MLK Advisor 9/1/17 \$2,734 Arielle MM - 1.0 FTE 6/30/18 Intramural 9/1/17 \$2,398.50 Wright, Team Leader, Gr. 8B 9/1/17 \$2,398.50 MLKA 9/1/17 \$2,760		MM - 1.0 FTE	6/30/18	
Palmgren, Team Leader, Gr. 8 9/1/17 \$5,944 Richard MM - 1.0 FTE 6/30/18 Scenery Construction 9/1/17 \$4,683.50 MM - 1.0 FTE 6/30/18 Student Council 9/1/17 \$944.66 MM - 33 FTE 6/30/18 Student Council 9/1/17 \$944.66 MM - 33 FTE 6/30/18 Student Council 9/1/17 \$1,599 MM - 33 FTE 6/30/18 Paradiso, Intramural 9/1/17 \$1,599 Gerald SOM5 FTE 1/30/17 \$4,539 Rivera, Asst. Coach, Field Hockey 9/1/17 \$4,539 Stephanie CHS - 1.0 FTE 11/30/17 Stephanie Salguero, Intramural 2/1/18 1,543 Carlos SOM5 FTE 6/30/18 Savoia, JV Coach, Girls Soccer 9/1/17 \$4,676 Elizabeth CHS - 1.0 FTE 11/30/17 Schlatmann, Team Leader, Gr. 7 9/1/17 \$5,944 Maysa MM - 1.0 FTE 6/30/18 Struthwolf, JV Coach, Volleyball 9/1/17 \$4,594 Maria MM - 1.0 FTE 11/30/17 \$4,594 Struthwolf, JV Coach, Volleyball 9/1/17 \$4,594 Jacqueline CHS - 1.0 FTE 11/30/17 \$4,594 Tighe, Musical/Drama 9/1/17 \$4,594 Don SOM5 FTE 6/30/18 Production 9/1/17 \$646 SOM13 FTE 6/30/18 Orchestra 9/1/17 \$5,944 Nam5 FTE 6/30/18 Varney, Team Leader, Gr. 6 9/1/17 \$1,661.50 SOM5 FTE 6/30/18 Varney, Team Leader, Gr. 6 9/1/17 \$1,417 MM5 FTE 6/30/18 Wegbreit, MLK Advisor 9/1/17 \$2,734 Arielle MM - 1.0 FTE 6/30/18 Intramural 9/1/17 \$2,398.50 Wright, Team Leader, Gr. 8B 9/1/17 \$2,398.50 MLKA 9/1/17 \$2,760		Student Council	9/1/17	\$944.66
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Richard Scenery Construction 9/1/17 \$4,683.50 MM - 1.0 FTE 6/30/18 Student Council 9/1/17 \$944.66 MM - 1.0 FTE 6/30/18 Student Council 9/1/17 \$944.66 MM - 33 FTE 6/30/18 S1,599 S1,417 S1,417	Palmoren			\$5 944
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Student Council MM33 FTE 6/30/18				\$4,085.30
MM33 FTE				4011
Paradiso, Gerald SOM5 FTE 1/31/18 SI-599				\$944.66
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3583 K. SUMMER SCHOOL

NAME	ASSIGNMENT	EFFECTIVE	ACTUAL
		DATE	SALARY
Cox,	Summer Program Leader	6/26/17	\$5,300
Caitlin	Social Skills, K-5	7/21/17	
Stoudemire,	Summer Program Leader	6/26/17	\$5,300
Eric	Social Skills,6-12	7/21/17	

3583 L. APPROVE JOB DESCRIPTIONS (see attached)

New – School Nurse P/T Floating Revised – School Nurse

3583 M. SUMMER SCHOOL (see attached list)

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE SCHOOL NURSE P/T FLOATING

MINIMUM QUALIFICATIONS **New Jersey School Nurse Certificate**

Demonstrated expertise in school health nursing practices Knowledge of child growth and development, community and family dynamics, current health issues; and wellness education. Knowledge of community health and social services resources and ability to communicate effectively with non-school health professionals and social service agencies.

Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO

K-12 Supervisor of Health, Physical Education & Nursing Services and the Building Principal

JOB GOAL(S)

- Promote health and safety in the school environment
- Provide health services to students, faculty and staff
- Teacher sound health practices

PRIMARY RESPONSIBILITIES

- 1. Works in cooperation with the school physician, members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
- **2.** Assists district nurses with conducting health services and screening programs as required by law and/or board policies.
- **3.** Provides emergency care in case of sudden illness and administers first-aid in case of injury to students or staff according to established policies and procedures.
- **4.** Helps prevent and control communicable disease through exclusion and re-admission of students and staff in keeping with state and local health regulations and school policies.
- **5.** Notifies Principal or his/her designee to arrange for immediate examination of any pupil who appears to be under the influence of alcohol or other drugs.
- **6.** Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students.
- **7.** Promotes healthy/safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the school. Reports problems promptly to the Principal.
- **8.** Administers prescribed medication to students in accordance with law and board policy.
- **9.** Collaborates with community and other non-school health agencies to meet the health needs of children and families.
- **10.** Provides special health care and related services to meet the needs of students with disabilities, as per private health care provider.

Job Description
Title: SCHOOL NURSE P/T FLOATING
Page 2 of 2

- **11.** Remains abreast of current developments in the health field through continuing education and participation in professional development activities.
- **12.** Assists in the development of policies and procedures for comprehensive health education and services.
- **13.** Prepares health and safety reports if requested by the Supervisor of Health, Physical Education & Nursing Services or the Building Principals.
- **14.** Reports and documents any suspicion of child abuse to the Division of Children Protection and Permanency (DCPP).
- **15.** Monitors health and safety conditions of the school environment.
- **16.** Floats to each district school building to support and assist the building nurse on a schedule directed by the Supervisor of Health, Physical Education & Nursing.
- **17.** Provides substitute nursing services in the event that a district nurse is absent without a covering sub nurse.
- **18.** Attends school field trips in the event that there is no covering substitute nurse.

TERMS OF EMPLOYMENT 10 Months

Salary and benefits as per SOMEA Agreement

It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

Initial Approval: July 17, 2017

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

SCHOOL NURSE

MINIMUM QUALIFICATIONS

- New Jersey School Nurse Certificate
- Demonstrated expertise in school health nursing practices
- Knowledge of child growth and development, community and family dynamics, current health issues; and wellness education
- Knowledge of community health and social services resources and ability to communicate effectively with non-school health professionals and social service agencies
- Required criminal history background check and Proof of U.S. citizenship or legal resident alien status

REPORTS TO

Building Principal and the K-12 Supervisor of Health &

Physical Education

JOB GOAL(S)

To promote health and safety in the school environment and provide health services to students, faculty and staff, and to teach sound health practices.

PRIMARY RESPONSIBILITIES

- 1. Works in cooperation with the school physician, members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness
- Conducts health services and screening programs as required by law and/or board policies
- 3. Assists the school physician with physical examinations; makes referrals as necessary
- **4.** Provides emergency care in case of sudden illness and administers first-aid in case of injury to students or staff according to established policies and procedures
- **5.** Maintains up to date health records on all students, including records of immunizations, and ensures their confidentiality
- **6.** Helps prevent and control communicable disease through lectures, exclusion and readmission of students and staff in keeping with state and local health regulations and school policies
- **7.** Delegation of select nursing tasks in order to safely and adequately meet the needs of the students

Job Description

Title: SCHOOL NURSE

Page 2 of 3

- **8.** Notifies Principal or his/her designee to arrange for immediate examination of any pupil who appears to be under the influence of alcohol or other drugs
- **9.** Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students
- **10.** Assists the Principal and the Child Study Team in the identification and placement of students with disabilities who need special education services
- **11.** Reviews the health records of pupils referred to the school intervention committee and provides relevant information; serves as a member of the committee as required
- **12.** Participates in the development of a comprehensive health education curriculum and serves as a health/safety education teacher or resource person
- **13.** Promotes healthy/safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the school. Reports problems promptly to the Principal.
- **14.** Administers prescribed medication to students in accordance with law and board policy
- **15.** Collaborates with community and other nonschool health agencies to meet the health needs of children and families
- **16.** Provides special health care and related services to meet the needs of students with disabilities, as per private health care provider
- **17.** Assists the Director of Special Services with the preparation of the school's health budget
- **18.** Remains abreast of current developments in the health field through continuing education and participation in professional development activities
- **19.** Assists in the development of policies and procedures for comprehensive health education and services
- **20.** Prepares health and safety reports if requested by the Principal or Director of Special Services
- **21.** Reports and documents any suspicion of child abuse to the Division of Youth and Family Services
- **22.** Elementary Nurses: Teach Health December through May
- **23.** Develops comprehensive Nursing care plan for children with medical needs to be submitted as part of the QAAR
- **24.** Assists in the development of medical 504 plans

Job Description
Title: SCHOOL NURSE

Page 3 of 3

25. Monitors health and safety conditions of the school environment

TERMS OF EMPLOYMENT 10 Months

Salary as per SOMEA Agreement

It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

Date Developed: August 2, 2004

Initial Approval: January 2001

Revised: August 16, 2004

2017 SUMMER SCHOOL EMPLOYMENT LIST - PAID @ \$50/HOUR 6/26/17-8/31/17

LAST	FIRST
Abdelrohman	Magda
Akinrolabu	Jade
Andrews	Shawana
Calandriello	Wayne
Campiglia	Anthony
Clyburn	Brian
Feldman	David
Lopes	Kashon
Mauritzen	George
Miller	Sharon
Olsen	Alyssa
Weiland	Elaine
Whitaker	Thomas

9/11/2017 9:54 AM Page 1 of 1