

**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**

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

**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**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b>Angel-Lambert, Kirsten</b>	T Art CHS - .6 FTE	7/1/17
<b>Banas, Nicole</b>	School Social Worker (Non-CST) DIST – 1.0 FTE	8/31/17
<b>Fanneron, Elizabeth</b>	S4/12, Secretary CHS – 1.0 FTE	8/28/17
<b>Gaskins, Lena</b>	School Bus Aide DIST - .5 FTE	7/1/17
<b>Guzman, Brendan</b>	<i>T Physical Ed.</i> <i>DIST - .4 FTE</i>	7/1/17
<b>Hunt, Tomeeko</b>	T Math MM – 1.0 FTE	7/1/17
<b>Williams, Darius</b>	School Bus Aide DIST - .5 FTE	7/1/17

**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 position in another district.

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

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>
<b>McDonald, Diona</b>	<i>T Science</i> <i>MM – 1.0 FTE</i>	9/1/17 6/30/18	\$64,962*
<b>Wickens, Mary</b>	LDTTC MM – 1.0 FTE	9/1/17 6/30/18	\$86,563*

**3583 D. APPOINTMENTS**

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

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

**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. Ferruggiario** 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.

**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 position.

**Ms. Stitt** is replacing *Julie Vinci*.

**Ms. Tazewell** is replacing *Karyn Lewis*.

**3583 E. APPOINTMENT OF LEAVE REPLACEMENT STAFF**

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

**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
<b>Galluzzi-Holmes, Patricia</b>	S5/12, Secretary DIST – 1.0 FTE	TBD	7/3/17 6/30/18

**3583 G. TRANSFERS/REASSIGNMENTS**

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

<b>Sudol, Lorraine</b>	5 <sup>th</sup> Grade Teacher JEFF – 1.0 FTE	T Math MM – 1.0 FTE	9/1/17 6/30/18
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**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
<b>Cifuentes, Katherine</b>	T SPED MM 1.0 FTE	6/5/17- 6/30/17 (Paid Maternity Leave) 9/1/17-11/23/17 (Unpaid FMLA) 11/24/17-12/8/17 (Unpaid Childcare Leave)
<i>Litkey, Amy</i>	<i>School Social Worker DIST – 1.0 FTE</i>	<i>9/1/17-6/30/18 (Unpaid Personal Leave)</i>
<i>Proietto, Vanessa</i>	<i>T SPED MAR - 1.0 FTE</i>	<i>9/1/17-11/23/17 (Unpaid FMLA)</i>

**3583 I. SALARY ADJUSTMENTS**

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

**Background**

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

**3583 J. STIPENDS**

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

<b>Cicenia, Anthony</b>	Team Leader, Gr. 7C SOM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Cicenia, Louis</b>	Team Leader, Gr. 8A SOM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Cook, William</b>	<i>Orchestra</i> SOM – .5 FTE	9/1/17 6/30/18	\$1,661.50
<b>Corino, Ashley</b>	Varsity Coach, Head Girls Soccer CHS – 1.0 FTE	9/1/17 11/30/17	\$6,566
	Team Leader, Gr. 8C SOM – 1.0 FTE	9/1/17 6/30/18	\$5,944
	Yearbook SOM – 1.0 FTE	9/1/17 6/30/18	\$2,834
<b>Duffey, Dallas</b>	Set Design MM – 1.0 FTE	9/1/17 6/30/18	\$3,000
<b>Ezzo, Jacob</b>	<i>Scenery Construction</i> SOM – 1.0 FTE	9/1/17 6/30/18	\$2,834
	<i>Choral</i> SOM – 1.0 FTE	9/1/17 6/30/18	\$3,323
<b>Felder, Jamie</b>	Team Leader, Gr. 7 MM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Forero, Angela</b>	Team Leader, Gr. 6C SOM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Frankoski, Rebecca</b>	JV Coach, Field Hockey CHS – 1.0 FTE	9/1/17 11/30/17	\$4,594
<b>Grant, Diane</b>	Team Leader, Gr. 6B SOM – 1.0 FTE	9/1/17 6/30/18	\$5,944
	Science Fair SOM – 1.0 FTE	9/1/17 6/30/18	\$3,323
<b>Gregory, John</b>	Team Leader, Gr. 7B SOM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Hannen, Katherine</b>	Freshman Coach, Field Hockey CHS – 1.0 FTE	9/1/17 11/30/17	\$3,749
<b>Hansen, Meredith</b>	Yearbook MM - .5 FTE	9/1/17 6/30/18	\$1,417
<b>Harris, Elizabeth</b>	<i>Musical/Drama</i> SOM – .45 FTE	9/1/17 6/30/18	\$2,940
	<i>Scenery Design</i> SOM – 1.0 FTE	9/1/17 6/30/18	\$2,834
<b>Herstatt, Anna</b>	Team Leader, Gr. 8 MM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Hwang, Debra</b>	Science Fair MM – 1.0 FTE	9/1/17 6/30/18	\$3,223
<b>Kaplan, Brian</b>	Student Council MM - .33 FTE	9/1/17 6/30/18	\$944.67
<b>Knasel, Jessica</b>	<i>Production</i> SOM - .87 FTE	9/1/17 6/30/18	\$4,320
<b>Mantes, Raymund</b>	Team Leader, Gr. 6 MM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>McGlotten, Lynn</b>	Team Leader, Gr. 7A SOM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Meade, Meghin</b>	Asst. Coach, Girls Soccer CHS – 1.0 FTE	9/1/17 11/30/17	\$4,676

<b>Muirhead, Ryan</b>	Asst. Coach, Boys Soccer CHS – 1.0 FTE	9/1/17 11/30/17	\$4,676
<b>O'Dell, Ryan</b>	Team Leader, Gr. 7 MM – 1.0 FTE Newspaper MM - 1.0 FTE Intramural MM - .5 FTE	9/1/17 6/30/18 9/1/17 6/30/18 9/1/17 6/30/18	\$5,944 \$2,834 \$2,398.50
<b>O'Sullivan, Maureen</b>	Team Leader, Gr. 6 MM – 1.0 FTE Musical/Drama MM – 1.0 FTE Student Council MM - .33 FTE	9/1/17 6/30/18 9/1/17 6/30/18 9/1/17 6/30/18	\$5,944 \$4,683.50 \$944.66
<b>Palmgren, Richard</b>	Team Leader, Gr. 8 MM – 1.0 FTE Scenery Construction MM – 1.0 FTE Student Council MM - .33 FTE	9/1/17 6/30/18 9/1/17 6/30/18 9/1/17 6/30/18	\$5,944 \$4,683.50 \$944.66
<b>Paradiso, Gerald</b>	<i>Intramural SOM - .5 FTE</i>	<i>9/1/17 1/31/18</i>	<i>\$1,599</i>
<b>Rivera, Stephanie</b>	Asst. Coach, Field Hockey CHS – 1.0 FTE	9/1/17 11/30/17	\$4,539
<b>Salguero, Carlos</b>	<i>Intramural SOM - .5 FTE</i>	<i>2/1/18 6/30/18</i>	<i>1,543</i>
<b>Savoia, Elizabeth</b>	JV Coach, Girls Soccer CHS – 1.0 FTE	9/1/17 11/30/17	\$4,676
<b>Schlatmann, Alyssa</b>	Team Leader, Gr. 7 MM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Serpico, Maria</b>	Team Leader, Gr. 8 MM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Struthwolf, Jacqueline</b>	JV Coach, Volleyball CHS – 1.0 FTE	9/1/17 11/30/17	\$4,594
<b>Tighe, Don</b>	<i>Musical/Drama SOM - .55 FTE Production SOM - .13 FTE Orchestra SOM - .5 FTE</i>	<i>9/1/17 6/30/18 9/1/17 6/30/18 9/1/17 6/30/18</i>	<i>\$3,593 \$646 \$1,661.50</i>
<b>Varney, Ryann</b>	Team Leader, Gr. 6 MM – 1.0 FTE Yearbook MM - .5 FTE	9/1/17 6/30/18 9/1/17 6/30/18	\$5,944 \$1,417
<b>Wegbreit, Arielle</b>	MLK Advisor MM – 1.0 FTE Intramural MM - .5 FTE	9/1/17 6/30/18 9/1/17 6/30/18	\$2,734 \$2,398.50
<b>Wright, Jazmine</b>	Team Leader, Gr. 8B SOM – 1.0 FTE MLKA SOM – 1.0 FTE	9/1/17 6/30/18 9/1/17 6/30/18	\$5,944 \$2,760

**3583 K. SUMMER SCHOOL**

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

**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*

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- 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

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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
2. 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 re-admission 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

- 25.** Monitors health and safety conditions of the school environment

**TERMS OF EMPLOYMENT**

10 Months  
Salary as per SOMEA Agreement

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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

<b>LAST</b>	<b>FIRST</b>
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