

Montclair Public Schools
Personnel Department

JOB DESCRIPTION

Title: SCHOOL PHYSICIAN/MEDICAL INSPECTOR

Qualifications: 1. Valid Medical Certificate, licensed to practice medicine and surgery in New Jersey; 2. Broad knowledge of child health and development and understanding of laws and code governing school health programs; 3. Experience in the delivery of medical services as determined by the board; 4. Strong interpersonal and communication skills 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status; 6/ Ability to work on site during the hours required, 6/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsible to: Director of Pupil Services, Building Principals.

Job Goal: To ensure the health and safety of students and staff through participation in the development of policies and procedures related to physical examinations/health screenings, school site health/safety standards and oversight of the school health services.

Performance Responsibilities: 1. Directs and supervises the conduct of physical examinations or health screenings of students and staff and oversees the delivery of school health services. 2. Consults with parents of children with identified illness, physical defects or other health-related conditions and makes recommendations for follow-up medical evaluation and/or treatment. 3. Provides advice and assistance in the development of district policies and procedures related to health, safety and emergency medical procedures. 4. Assists when requested in the development of the district's annual School Nursing Plan. 5. Reviews and approves Do Not Resuscitate (DNR) orders and provides instruction to school staff. 6. Assist in planning and administering a communicable disease control program and report incidents of disease required by law. 7. Helps ensure all required health records are maintained in the prescribed format and in a manner which retains medical confidentiality. 8. Consults with the school nurse regarding the administration of medication. 9. Participates in case conferences with the child study team, as requested. 10. Examines students to determine medical eligibility to participate in interscholastic sports; reviews reports from other licensed physicians regarding student eligibility and provides parents with written notification of approval or disapproval for athletic participation. 11. Serves as a school district liaison to the state and local departments of health and community health agencies when needed. 12. Assists with emergency medical requests related to injuries, illness or suspected substance abuse. 13. Participates in the development of a comprehensive school health program and services and the planning and implementation of related in-service education activities when requested. 14. Performs all duties required by administrative code, state and federal laws, and board policy. 12. Other duties as assigned.

Terms: Work year and salary to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of non-certified staff.

Established: 1984,

Revised: 10/08