

SCHOOL NURSEJob Summary

Under the direct supervision of the Director of Categorical Programs or designee, coordinates, collaborates, and implements a comprehensive health services program for the District. The School Nurse strengthens the educational process through evaluation, improvement and protections of the health status of children and school personnel according to state law and District policies and procedures. The School Nurse to supervise the Health Clerk.

Education Requirements:

1. Completion of a Bachelor's degree, preferably in Nursing or Health Education

License/Certificate Requirements:

1. Possess a valid California Registered Nurse (RN) license
2. CPR Certification Card
3. Red Cross First Aid Certificate
4. Possess a valid California Public School Nursing Credential
5. Possess a valid California Driver License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed with CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice at time of hire)
6. Valid Audiometric Certification

Desirable Requirements:

1. Previous experience in a school situation preferred but not required
2. Bilingual (Spanish/English)

Essential Functions for this position, which may change or evolve in the future, are but not limited to, the following:

1. Initiates referrals to parents, school personnel and community health resources for intervention, remediation, and follow-through
2. Utilizes existing health resources to provide appropriate care of students
3. Assists in the formation of health policies, goals and objectives for the school district
4. Provide leadership to the district health program
5. Conducts health services, monitoring and health education as a professional staff member
6. Responsible for the administration of the LEA Medi-Cal billing program
7. Responsible for the targeted Case Management functions in accordance with State law, District Policies and procedures of the Board of Registered Nurses
8. Provide a written assessment or log for each individual examinee
9. Communicate examinee's needs to staff, health care professionals, administrators, parents or others
10. As part of the IEP (Individual Education Plan) Team:
 - a. Obtain a health and development history
 - b. Conduct vision and hearing evaluation as part of initial and triennial assessment
 - c. Develop appropriate goals/plans related to the IEP
11. Conduct all manner of health related exams, mandated or otherwise
12. Coordinate, collaborate and implement mandated School Health Screenings including vision, hearing and scoliosis
13. Prepare and file mandated reporting as follows:
 - a. Immunization Assessment of Kindergarten Students Report
 - b. School Mandate for TB Skin Testing Report form
 - c. Annual CHDP School Report
 - d. File required Scoliosis Services Time Accounting Report
 - e. Annual report for hearing testing
14. Complete mandated forms and district required casework
15. Conducts or supervises nursing and development assessments for students in Special Education or referred to same
16. Develop and maintain health maintenance plans to meet student's individual needs incorporating physician's plans as needed

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17. Serve as liaison between outside agencies and District
18. Train appropriate school personnel in the following areas related to their duties:
 - a. Immunization compliance
 - b. Health record keeping
 - c. Administration of first aid, universal precautions
 - d. Medication administration
 - e. Communicable disease reporting and exposure notices
 - f. CPR and First Aid administration
19. Coordinates and implements programs related to school site safety
20. Administer and monitor medication distribution to students
21. Interprets the health and development status and results of medical findings concerning the student and communicates to the appropriate school personnel
22. Coordinates programs related to communicable disease control
23. May organize faculty and staff for yearly CPR and First Aid trainings
24. Coordinates, consults and serves as a resource for training for students, staff and parents
25. Interprets and supervises implementation of district health plans in accordance with current laws
26. Perform other related duties as assigned

Knowledge:

1. Provisions for a school environment conducive to learning and safety
2. Procedures and crisis intervention for acute illness, injury and emotional disturbances
3. Federal and state laws, district policies and regulations, and information related to school nursing
4. Medication effects and proper administration procedures
5. Proper operation of specialized health assessment instruments
6. Modern medical terminology, equipment and techniques
7. Accepted testing techniques for hearing, vision and scoliosis and other screenings
8. Interpersonal skills using tact, patience and courtesy
9. Oral and written communication skills
10. Public health agencies and local health care resources
11. Modern office practices, procedures and equipment
12. Record-keeping techniques

Ability:

1. Develop and implement appropriate health care plan
2. Screen students for vision, hearing, scoliosis, and other problems
3. Perform technical duties related to assigned components of the IEP program
4. Train and provide health information to parents, students and staff
5. Identify various health needs, and unusual and critical cases such as child abuse, and recommend appropriate action
6. Maintain records and prepare comprehensive reports according to established rules, regulations and State mandates
7. Establish and maintain files, records, reports and referrals
8. Communicate effectively both orally and in writing
9. Plan and organize work
10. Read, interpret, apply and explain rules, regulations, policies and procedures
11. Establish and maintain cooperative working relationships with colleagues and supervisors

Physical Requirements

1. Facility to sit or stand for extended period of time
2. Vision to see and read and distinguish colors, with or without correction, medical materials, student files and records, laws and rules and other printed material
3. Vision to observe physical symptoms of medical conditions
4. Hearing to understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate office equipment and to utilize medical equipment using both hands

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6. Speaking in audible tones so that others may clearly understand instructions in presentations, explanations and directions in normal conversations, in training sessions, on the playground, in other meetings and on the telephone
7. Physical agility to lift up to 25 pounds to shoulder height and up to 50 pounds to waist height
8. Physical agility to bend at the waist and turn/twist to examine students and administer first aide or CPR
9. Operate a car to travel between school sites and for community visits

Working Environment:

1. Potential for contact with blood-borne pathogens and communicable diseases
2. Office, school, campus, community environment, school field trips
3. Constant interruptions

Note: The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.