

SCHOOL NURSE**Job Summary**

Under the direct supervision of the Health Services Coordinator, the School Nurse plays a vital role in promoting student health and wellness within the Districts. This position is responsible for providing professional nursing care, health assessments, and health education services to students, faculty, and staff members. The School Nurse collaborates with school administrators, teachers, and parents to ensure a safe and healthy learning environment conducive to academic success.

Qualifications Requirements:

1. Bachelor's degree, preferably in Nursing or Health Education
2. Possess a current and valid Registered Nurse (RN) license issued by the California Board of Registered Nursing
3. Possess a current and valid School Nurse Services Credential issued by California Commission on Teacher Credentialing.
4. Possess a valid California School Audiologist certificate.
5. Possess a current and valid First Aid/CPR Certification Card
6. 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)
7. Minimum of two years of registered nurse experience, preferably in pediatrics, school nursing or public health.

Desirable Requirements:

1. Previous experience in a school setting or public health preferred
2. Experience working with community-based agencies
3. Bilingual (Spanish/English)

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

1. Oversees health office functions provided by the LVNs regarding health office services for student injury or illness, administering medications, performing health care procedures, documenting health office visits, and writing accident reports.
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. Conducts health services, monitoring and health education as a professional staff member
5. Assists administration of the LEA MAA, SIA, Medi-Cal billing program
6. Entry, audit, and monitoring of all medical/health related to Student Information Systems.
7. Monitors student compliance with immunizations, oral health, physicals. Provides communication to parents regarding compliance issues.
8. As part of the IEP (Individual Education Plan) Team:
 - a. Completes health assessment for initial and triennial IEPs
 - b. Attends IEP meetings
9. Reviews all health-related exams, medication orders, doctor's notes, outside medical records, student accident reports mandated or otherwise
10. Case management of both acute and chronic student health issues
11. Maintains emergency/disaster supplies and employee safety/medical kits at each site
12. Provides health education to identified grade levels
13. Complete mandated forms and district required casework

SCHOOL NURSE

14. Participates in SST and Section 504 meeting related to health services and makes recommendations for accommodations
15. Maintain health maintenance plans to meet student's individual needs incorporating physician's plans as needed
16. Serve as liaison between outside agencies and District
17. Administer and monitor medication distribution to students
18. Interprets the health and development status and results of medical findings concerning the student and communicates to the appropriate school personnel
19. Collaborates with the health department regarding prevention and control of communicable diseases
20. Trains staff in medical needs, certifications, procedures or issues annually and as appropriate
21. Monitors TB Risk Assessment and CPR compliance
22. Communicates with State and/or County Public Health agencies with guidance, procedures, and practices related to emergency or pandemic situations.
23. Attend extracurricular activities, field trips, events including but not limited to during school hours, may go beyond after hours.
24. Interprets district health plans in accordance with current laws
25. 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. Education Code, Federal and state laws, district policies and regulations, and information related to school nursing
4. Knowledge of state and federal laws and regulations pertaining to school health services, including immunization requirements, medication administration guidelines, and student privacy rights.
5. Medication effects and proper administration procedures
6. Proper operation of specialized health assessment instruments
7. Modern medical terminology, equipment and techniques
8. Accepted testing techniques for hearing, vision and scoliosis and other screenings
9. Interpersonal skills using tact, patience and courtesy
10. Oral and written communication skills
11. Public health agencies and local health care resources
12. Modern office practices, procedures and equipment
13. 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

SCHOOL NURSE

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
12. Commit to promoting a safe, supportive, and inclusive school environment that prioritizes the health and well-being of all students.

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
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 aid 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.

Days: 187 days

Salary: Certificated Management Range 1