

## **SCHOOL NURSE**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the supervision of the District Head Nurse conducts the health services program for the evaluation, improvement and protection of the health of students and school personnel in accordance with State laws and District policies and procedures.

### **ESSENTIAL JOB FUNCTIONS:**

- Serves all schools in the District with nursing services.
- Provides necessary first aid and emergency care to students; performs specialized physical health care services in accordance with Education Code Section 49423.5.
- Obtains medical orders from physicians regarding specialized health care procedures, required while in school, for students.
- Plans and implements school health management protocols for the child with chronic health problems, including the administration of medication.
- Maintains, evaluates, and interprets cumulative health data to accommodate individual needs of students.
- Interprets the health status of pupils to school personnel.
- Initiates referrals to parents, school personnel and community health resources for intervention, remediation, and follow through.
- Provides ongoing health information to pupils, parents, school personnel and health agencies.
- Provides statistical information necessary for the evaluation and planning of the District school health program.
- Implements the school medication policy and procedure.
- Assists with orientation and in-service education, for the health aide and LVN, and helps evaluate his/her performance.
- Engages in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices.
- Reports problems in the school health and safety areas and offers professional suggestions and resources for their remediation.
- Promotes and assists in the control of communicable diseases through preventive immunization programs, early detection, surveillance and reporting of contagious diseases.
- Represents the District on community and professional health committees.
- Participates in home visits to assess the family's needs as related to the child's health.
- Provides health information to assist students and families in making health-related decisions.
- Refers parents of students needing medical care to appropriate private or community resources.
- Participates as the health specialist in special education IEP, 504, and SST team meetings to develop the health individualized educational plan (IEP), as necessary.
- Oversees public school health screening mandates such as vision, hearing, and scoliosis.
- Plans, implements, and supervises school health screening programs in accordance with state and district requirements and recommendations. Provides follow-up services when indicated.
- Reports regularly in writing to the principal and district Head Nurse on school health activities.
- Other: Assumes other assignments as directed by his/her supervisor.

**EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties.
- Ability to follow oral and written directions.
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally.

**KNOWLEDGE OF:**

- Oral and written communication skills.
- Principles of accounting as related to health service record keeping and reporting.
- Appropriate safety precautions and procedures.
- Interpersonal skills using tact, patience and courtesy.

**SKILL AND ABILITY TO:**

- Operate a motor vehicle.
- Assure compliance with federal, state and local laws and regulations.
- Prepare comprehensive narrative and statistical reports.
- Keep lines of communication open between nurse and teachers, nurse and administration, nurse and parents, and nurse and guidance department.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

**WORKING CONDITIONS:**

- School office environment
- Driving a vehicle to conduct work.

**PHYSICAL FUNCTIONS:**

- Sit and stand for extended periods of time.
- Reach in all directions.
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds.
- Bend, twist, kneel and stoop.
- Write legible reports.
- Read notes, memos and printed material.
- Speak clearly and communicate effectively.

**EDUCATION AND EXPERIENCE:**

A Bachelor's degree in nursing and public health certification, including all courses needed to meet credential requirements. A Registered Nurse License issued by the State of California is required plus pursuit of a valid credential issued by the State of California authorizing service as a school nurse. An audiometrist certificate issued by the California State Department of Health is preferred.

**WORK YEAR:**

185 days

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**

*Update: September 9, 2014  
Board approved: January 13, 2009*