

LOMPOC UNIFIED SCHOOL DISTRICT

DISTRICT LEAD NURSE

BASIC FUNCTION:

Under the direction of the Director of Special Education and Auxiliary Support Services, assist in the supervision of school nurses; administer the implementation of District health services; assist in providing coordination, program development and evaluation of health services; work to improve and/or maintain the health status of District students; provide input and support for other District programs and services; may plan and supervise the work of assigned paraprofessionals and/or volunteers; assists in other programs as assigned.

WORK YEAR: 195 DAYS

ESSENTIAL DUTIES:

Provides staffing assignments and schedules for school nurses and health clerks.

Assists in the school nursing service and provides resource services, consultation and in-service education to school nurses and health clerks in the schools.

Serves as a resource to school nurses, health clerks and other District personnel in a broad range of health-related matters.

Serves as a liaison with the health community and advises school nurses on referral and use of community agencies.

Develops District programs and projects to assess student health needs and to alleviate health problems.

Makes planned visits to school nurses and health clerks to assist in the planning of programs.

Plans and coordinates the vision and hearing screening on students for whom there is no current (at specified years) screening data and those students with suspected defects.

Monitors implementation of students' Individual Educational Program (IEP) through observations and conferences; assists in the identification and evaluation of health and nursing services goals and objectives for the student's IEP.

Establishes, maintains and supports standards of personal conduct and discipline in accordance with the current District discipline policy.

District Lead Nurse (continued)

Monitors the placement of students entering into or leaving Special Education programs.

Establishes and monitors a program directed toward the control of communicable diseases.

Conducts in-service training for teachers, administrators and other school staff in first aid, child abuse, and other areas of health.

Assists in developing and implementing physical health care procedures for students with special needs, such as catheterization, postural drainage, tracheotomy care, etc.

Assists in the planning and implementation of the Family Life Education program.

Interprets the health services program to parents, teachers, administrators and other professionals and responds to questions and concerns.

Supports the District integration/main-streaming, English Language Development (ELD) and special education programs and encourages the participation of students.

Assists in policy and procedure development and revision; furnishes data for reports and submits accurate reports and records as required.

Participates cooperatively with the Director of Special Education and Auxiliary Support Services or designee to develop the system by which performance will be evaluated in conformance with District guidelines.

Plans and conducts monthly staff meetings; arranges for special District programs pertaining to health; assumes responsibility for the health services budget needs.

Initiates requests for desirable supplies and equipment; evaluates the quality of first-aid materials and equipment.

Assists in identification of safety and health hazards on school sites.

Actively supports the District's English Language Development (ELD) and special education programs and participates in and instructs in the programs as assigned.

Actively supports the District integration/main-streaming program and encourages the participation of students who qualify for the program.

Performs other duties as assigned, including special assignments during crises or emergency situations as determined by the Superintendent or designee.

District Lead Nurse (continued)

QUALIFICATIONS: KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, policies and regulations governing school health services.

Laws and regulations relating to Special Education programs and criteria for student placement with emphasis on health considerations.

Processes involved in various aspects of health and disease and the prevention of disease.

Developmental, clinical and education processes.

Community resources and referral options for children with physical defects and/or handicapping conditions.

Prevention and identification of substance abuse.

Socio-economic and cultural background differences of the general school population.

Technology including computers and computer programs.

ABILITY TO:

Demonstrate professional nursing ability and exercise individual initiative.

Communicate effectively in oral and written form using grammatically correct language.

Work cooperatively and tactfully with other school personnel and parents.

Be adaptable to varying personal, social, multi-cultural and economic situations and environment.

Be flexible in scheduling work activities to accommodate other disciplines and activities.

Recognize potentials for spread of communicable disease and institute appropriate action for prevention.

Understand and carry out oral and written directions with minimal accountability controls.

Maintain records and prepare reports. Operate computers and computer programs. Perform the essential functions of the job

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience: Successful completion of two years experience as a school nurse; participation in a recognized nursing program or successful public health nursing experience is desirable.

Education: Possession of a Baccalaureate or higher degree from an accredited college or university with Registered Professional Nurse preparation and emphasis in nursing/health education or a closely related field.

District Lead Nurse (continued)

OTHER REQUIREMENTS:

Certification: Possession of a valid credential as required by California law authorizing service as a school nurse; current license as a Registered Professional Nurse; California certification as a school audiometrist.

Condition of Employment: Insurability by the District's liability insurance carrier.

Personal Qualities: Appearance, grooming and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic attainment and nursing performance as a nurse. Must be flexible, able to adapt to changing conditions and to work closely with young people, parents and site staff.

WORKING CONDITIONS:

ENVIRONMENT:

Health office and classroom environment.
Numerous interruptions.
May work irregular and/or extended hours.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking accurately to exchange information in person or on the telephone.
Lifting ill or injured students.
Seeing to observe students, read a variety of materials, and drive a vehicle.
Dexterity of hands and fingers to write and operate office/instructional equipment and medical instruments/equipment.
Bending at the waist, kneeling or crouching to assist students. Lifting or moving objects, normally not exceeding forty (40) pounds.

HAZARDS:

Contact with blood and other body fluids.
Exposure to communicable diseases.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Board Approved: March 27, 2018