

Oak Grove School District

Job Description

I. TITLE OR CLASSIFICATION

District Nurse

II. POSITION DESCRIPTION

The District Nurse uses the nursing process, clinical expertise and professional judgement to design and implement health service programs that ensure that all students receive the optimum benefit from their educational experiences. The Nurse works with the multidisciplinary team to meet the physical, emotional and social health needs of the student. The District Nurse works directly with and is supervised by the Lead District Nurse.

Roles and Responsibilities:

- Assigned to multiple sites/programs by Lead District Nurse
- Assess and evaluate student health and developmental status
- Communicate with students, families, caregivers and healthcare providers
- Design and implement Individual School Health Plans, Emergency Care Plans, Health Summaries for IEPs and/or 504 plans related to health needs
- Participates as IEP team member as appropriate and recommends modifications of school programs to meet student's health needs
- Interpret physician reports and orders and educate staff accordingly
- Determine appropriate level of care for students with specialized health care needs
- Serve as a resource person with health education and community services to students, staff and parents
- Provide crisis intervention for sudden, emergency illness, injury and emotional disturbances of students and staff
- Assist in training of health clerks and school secretaries with medication administration (routine and emergent)
- Assist in performing federal and state mandated tasks including but not limited to emergency care; child abuse reporting; communicable disease control, prevention and follow up; and CHDP, audiometric and vision screening
- Maintain protect and manage confidential electronic and written student health records
- Performs duties as assigned

III. WORKING CONDITIONS

The daily work is performed in a variety of settings. This position requires visual acuteness and mental concentration, excellent organizational skills; multi-tasking capability, a high degree

of energy; the capacity to deal with frequent personal interactions; the ability to creatively problem solve; driving a vehicle to conduct work as assigned by position.

IV. PHYSICAL DEMANDS/WORKING ENVIRONMENT

Working Conditions:

Ability to work at a desk, conference table or in meetings of various configurations. Occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. Ability to stand and circulate for extended periods of time. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust vision. Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students. Ability to hear and understand speech at normal levels. Ability to communicate so others will be able to clearly understand normal conversation. Ability to lift up to 25 pounds. Ability to carry up to 25 pounds. Moderate to high stress level.

Environmental Conditions: Work is predominantly in a classroom, school or office environment. Temperature – normal climate, occasional adverse weather conditions.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

V. MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Nursing from an accredited institution
2. Valid license as a Registered Nurse in California
3. Valid Public Health Nursing Certificate
4. School Audiometrist Certificate
5. Valid First Aid and CPR Certificate
6. Cleared or preliminary Standard Designated Services Credential with a specialization in Health
7. Three years of nursing experience. Plus experience in School Based Health Services preferred.

VI. EVALUATION

Evaluation responsibilities are assigned to the Director of Student Services.