

**BRIEF DESCRIPTION OF POSITION:**

The School Nurse is a professional who works cooperatively with the staff, students and community to promote health education and a health services program for pupils in the schools of the Oxnard Union High School District for the evaluation, improvement and protection of the health of pupils and staff in accordance with State law and District policies.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- a. Compiles school health reports and statistical information upon request of the school district, county, and state administrators. **E**
- b. Works cooperatively with health advisory groups such as parent/faculty organizations, pupil and staff groups, school administrators and health-oriented agencies. **E**
- c. Informs school district and county administrators of existing school and community health problems. **E**
- d. Organizes and records all student health data as required by the district. **E**
- e. Attends meetings at school, district and county levels as requested by administrators. **E**
- f. Observes safety hazards existing at the school level and reports these to administrators. **E**
- g. Serves as chairman of the Adaptive PE admissions and dismissals committee and supervises proper placement of students. **E**
- h. Prepares and submits annual health site budget in cooperation with the principal and district administrators. **E**
- i. Organizes and maintains necessary health office supplies. **E**
- j. Sets up and maintains first aid kits in strategic locations and makes available to administrators or other personnel an accurate record of these placements. **E**
- k. Maintains a first-aid kit for field trips. **E**
- l. Provides orientation and in-service training to staff members. **E**
- m. Notifies all appropriate staff members of those students whose records indicate significant health or physical problems which may affect performance in class or which may require emergency treatment. **E**
- n. Investigates student referrals by school personnel where there may be mental or physical health problems which have not previously been recorded, or where there appears to be a significant change in status of a condition. **E**
- o. Notifies appropriate school personnel of recommendations growing out of referrals. **E**
- p. Provides mental or physical health-related counseling services to those students who are referred or who individually seek such counseling. **E**
- q. Provides an efficient system for student re-admission to school after an illness or injury. **E**
- r. Provides an efficient system for processing and providing care for students and staff who are ill or injured. **E**
- s. Operate a program for communicable disease control at the school level. **E**
- t. Investigates and prepares reports of student accidents which occur at school. **E**
- u. Provides screening programs such as hearing and vision for designated student populations. **E**
- v. Provides an efficient system for the processing and temporary placement of students unable to participate in physical education. **E**
- w. Establishes the criteria and system for the transportation of students who are ill and injured as indicated. **E**
- x. Reviews health data on all students new to the school and investigate cases whenever indicated. **E**
- y. Periodically reviews all health data forms for the purpose of identifying situations where there is a need for health related services. **E**
- z. Provides follow-up services when a case has been identified and referred. **E**
- aa. Participates as a member of the case conference team for placement and re-evaluation of pupils in special programs as mandated by the Education Code. **E**
- bb. Prepares developmental reports on students referred for special program placement as mandated. **E**
- cc. Assists in case finding and referral for special program. **E**
- dd. Acts as liaison between parent, student, doctor, etc., and staff in cases where a student is placed in Adaptive PE. **E**
- ee. Sets up prerequisites for students who will be acceptable in the health office practice program. **E**
- ff. Instructs health office practice students in policies, procedures and skills. **E**
- gg. Provides periodic evaluation of students in health office practice. **E**
- hh. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

**OTHER DUTIES AND RESPONSIBILITIES:**

- a. Acts as advisor to administrators or other school personnel in the remediation of unsafe or unhealthful conditions in the school environment.
- b. Represents the school or district as a participating member of school or community health advisory committee.
- c. Participates professional programs.
- d. Assists in the planning and design of projected health office facilities as requested.
- e. Present health-related program for parent, faculty or student groups.
- f. Reports to the administration on significant information gathered at professional meetings and conferences.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift, stand and lift for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

**REQUIREMENTS**

- CREDENTIAL:** Professional School Nurse Services Credential. Current valid Health & Development credential or current valid Ryan Health Services credential, or current valid Standard Designated Services credential in Health Services. Registered Nurses License required.
- EDUCATION:** Master's Degree or equivalent
- EXPERIENCE:** Experience in individual diagnostic assessment and prescriptive instruction of students with pronounced disabilities.
- WORK YEAR:** Certificated Work Year
- SALARY:** Certificated Salary Schedule