

JOB DESCRIPTION
San Diego County Office of Education

SCHOOL NURSE - ALTERNATIVE EDUCATION PROGRAM

Purpose Statement:

Under general direction, provides preventive health services and education to promote the physical, emotional and social health and growth of students

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Plans and implements school health management protocols.
- Provides health assessments and screenings to identify problems, referring for proper treatment and/or complying with legal requirements.
- Ensures monitoring and maintenance of student health records.
- Develops procedures and provide for emergency nursing management for injuries/illnesses Administer first aid, medication, and specialized medical treatment to provide care to ill or injured students.
- Develops care plans to address student health needs and implementing health care directions from parents/guardians and/or medical providers.
- Provides staff with instruction and supervision of specialized physical health care procedures and use of equipment for designated students.
- Assesses needs and requisitions first aid and other medical supplies and equipment.
- Provides staff and parents with instruction on health care.
- Consults with public and private health agencies.
- Maintains files, records, and logs manually and electronically to provide information required by legal and professional standards.
- Participates in meetings to convey/receive information, assessing student health status and/or serve as advocate for health rights of students.
- Makes mandated reporting relative to student injuries, suspected child abuse, suspected substance abuse, contagious diseases, etc.
- Provides pregnancy prevention and family life sex education instruction to students.

- Ensure pregnant and parenting teens are linked to appropriate support and community services.
- Serves as a resource and trainer to staff and parents regarding a variety of health related subjects.
- Refers students requiring further medical attention to appropriate resources.
- Provides direct health education, and health counseling to assist students and families in making decisions on health and lifestyles that affect health.
- Counsels with students concerning problems such as pregnancy, sexually transmitted diseases and substance abuse in order to facilitate responsible decision-making practices.
- Provides consultation in the formation of health policies, goals and objectives for the school district.
- Participates in the IEP plan development where applicable.

Other Functions:

- Perform other related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Principles and practices underlying professional nursing

Principles and practices underlying the special field of school nursing

Current trends in nursing and of literature in the fields of school health

State and local laws relating to health and social issues

Mandated school health screenings; disease prevention and restorative measures

Safety, comfort, personal hygiene and protection

ABILITY TO:

Establish and maintain comprehensive school health programs

Perform mandated school health screenings

Develop health plans using nursing processes and protocols

Provide assistance to others for the purpose of supporting them in the completion of their work

Communicate with others for the purpose of providing information, developing plans for services, and/or making recommendations

Prepare a wide variety of written materials, e.g., reports, correspondence, training materials, information brochures for the purpose of documenting activities, providing written reference and/or conveying information

Present information for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls

Research resources and methods for the purpose of developing and implementing programs and services for the assigned functional responsibilities

Demonstrate non-judgmental cultural and linguistic sensitivity

Coordinate activities; establish work priorities

Work effectively with at risk students in a multicultural environment; communicate effectively orally and in writing in an informative and motivational manner

Adhere to safety practices

Administer first aide
Exercise professional judgment in making decisions
Communicate appropriately and effectively with students, parents, administrators, other school personnel
Organize a clinic and manage time
Operate equipment used in clinical setting

Working Environment:

ENVIRONMENT:

Duties are typically performed in a classroom environment and specialized office setting. Applicants must be able to travel between multiple school or community sites.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift up to 50 pounds. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: Successful nursing experience that demonstrates ability to perform essential functions of the position; and

Education: Bachelor's degree in Nursing from an accredited college/university; or

Equivalency: A combination of education and experience equivalent to a bachelor's degree in Nursing from an accredited college/university and successful nursing experience that demonstrates ability to perform essential functions of the position.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Registered Nurse License as issued by the California Board of Registered Nursing

Valid CA School Nurse Services Credential; or equivalent document.

Public Health Certificate preferred

Valid CPR Certification issued by an American Red Cross or an American Heart Association-approved program

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

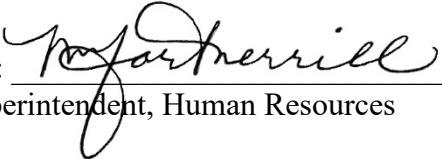
Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Basic Teacher Compensation Plan, Salary Plan 060

Approval Date: April 1, 2015

Approved by: 
Assistant Superintendent, Human Resources

Revised: 4/15, 6/20