

JOB DESCRIPTION
San Diego County Office of Education

SCHOOL NURSE - SPECIAL EDUCATION SCHOOL

Purpose Statement:

Under the direction of the assigned administrator, provides school health and nursing services at a Special Education School.

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:

- Assesses and evaluates the health and development status of students.
- Implements, trains, directly supervises, and/or acts as a resource to school site staff regarding specialized health procedures to meet individual student needs; designs and implements health maintenance plans for students, including specialized care, and incorporates plans directed by a physician.
- Oversees the administration of medication, monitors students for any side effects, and notifies appropriate personnel and agencies as required to ensure the health and safety of students.
- Maintains medications and updates student health binders, including seizure logs, with any changes to medications and/or medical procedures.
- Operates and maintains a variety of specialized equipment (e.g., emergency cart, oxygen tank, suction machine, etc.); conducts regular checks to ensure that all equipment, including backup equipment for emergencies, is in working condition.
- Promotes health, prevention, and safety education by conducting staff education and in-service training meetings related to school site emergency plans, specialized health conditions and procedures, medications, prevention of communicable disease, child abuse, and other health areas.
- Refers the student and his/her parent or guardian to appropriate community health resources for necessary services; maintains communication with parents/guardians and all involved community practitioners and agencies to promote needed treatment and to secure reports of medical findings that are pertinent to the student's educational planning.
- Advises parents, students, and school site staff regarding health-related attendance problems.
- Participates in the evaluation and planning process for students in Special Education.
- Interprets the health and developmental assessment for parents, teachers, administrators, and other professionals directly concerned with the student, including ensuring that the student's

immunizations, as well as mandated vision and hearing screenings, comply with applicable legal requirements.

- Communicates as needed with primary care providers, parents, and school staff to ensure that student medical protocols are followed.
- Interprets medical findings appropriate to student Individual Education Plans (IEPs) and makes recommendations to parents, school site staff, and administrators in an effort to enhance IEPs; completes health contracts with parents at all IEP meetings.
- Maintains professional competence by participating in professional organizations related to school health, attending in-service education activities provided by the San Diego County Office of Education and other agencies, and pursuing self-directed professional growth activities.
- Prepares and maintains comprehensive records, reports, files, and documentation as required and directed by the San Diego County Office of Education administrative policies, and state and federal laws and regulations.
- Makes mandated reports relative to student injuries, suspected child abuse, suspected substance abuse, contagious diseases, and other issues or conditions.
- Plans for care of students who become ill while at the school site.

Other Functions:

- Perform other related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Principles and practices underlying professional nursing, and particularly the special fields 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, including

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

Develop plans for services, and/or make recommendations based on available information

Prepare a wide variety of written materials, e.g., reports, correspondence, training materials, and information brochures to document activities, provide written reference, and/or convey information

Present information train, educate, monitor, and ensure adherence to student health issues and/or protocols

Research resources and methods to develop and implement programs and services that for assigned functional responsibilities

Demonstrate non-judgmental cultural and linguistic sensitivity

Coordinate activities

Establish work priorities

Work effectively with students with special needs

Communicate effectively orally and in writing in an informative and motivational manner with students, parents, administrators, other school personnel, medical agencies, and the public

Adhere to safety practices

Administer first aid

Exercise sound professional judgment in making decisions

Organize a clinic and manage time

Operate and maintain equipment used in clinical setting

Working Environment:

ENVIRONMENT:

Classroom and office environments in a Special Education School. While the majority of time is spent at a specific Special Education School site, periodic travel to other sites may be required in order to perform assigned duties. 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 light objects and to monitor student activities; hear and understand voice over telephone and in person; move and transport students and materials weighing 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 the ability to perform the 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 the ability to perform the 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 California School Nurse Services Credential; or equivalent document.

Public Health Certificate preferred

Valid First Aid and CPR Certification issued by an American Red Cross or an American Heart

Association-approved program

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: <date>

Approved by: 

Dr. Olivier Wong Ah Sun, Assistant Superintendent
Human Resources Services

Revised: 09/18, 07/20