

JOB DESCRIPTION
San Diego County Office of Education

SCHOOL NURSE - INFANT/TODDLER PROGRAM

Purpose Statement

Under general direction, the School Nurse, Infant/Toddler Program provides collaborative and consultative support in the areas of health and development to staff as a member of a transdisciplinary team, and provides health services and education to families and infants/toddlers in their homes, and/or other natural environments, to promote their physical, emotional, and social health and growth.

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:

- Assists families to understand their infants/toddlers' health and medical needs in relation to Early Intervention services while using a trauma-informed lens.
- Obtains and interprets medical and health records and reports.
- Communicates with physicians and other health professionals to coordinate services the child and family receives.
- Assesses the health status, health needs, and developmental skills of infants/toddlers.
- Provides consultations and in-services/trainings to staff regarding health and developmental needs of infants/toddlers.
- Conducts health assessments with families to identify problems, referring for proper treatment, and/or complying with legal requirements.
- Completes service notes and reports as appropriate.
- Conducts home visits with families to gather health and developmental information and provides parent education related to infants/toddlers' health needs.
- Drives to home visits and community settings to provide IFSP services in the child's natural environment, as applicable.
- Participates and attends staff meetings and professional development.
- May serve as a resource/liaison and provide in-services/trainings with other agencies and community service providers.
- Collaborates with peers in workgroups to improve professional practice and meet program goals.
- Refers infants/toddlers, requiring further medical attention, to appropriate resources.

- Makes initial visits with the family and supports them through the initial services process.
- Reviews and summarizes pertinent health information during the initial and ongoing services process.
- In collaboration with staff, develop functional child and family outcomes that incorporate assessment results, families' strengths, concerns, priorities, resources, and interests into the development of the IFSP.
- Participates in IFSP meetings, as applicable.
- Demonstrates professionalism in all work.

Other Functions:

- Perform other related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Development and health needs of infants/toddlers
 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
 Disease prevention and restorative measures
 Safety, comfort, personal hygiene, and protection

ABILITY TO:

Work as a member of an interdisciplinary team
 Write developmental summaries and consultation reports
 Analyze results of assessment information
 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
 Develop plans for services and make recommendations
 Prepare a wide variety of written materials (e.g., reports, correspondence, training materials)
 Solicit feedback
 Ensure adherence to established procedures
 Conduct research related to health and evidence-based early intervention strategies for the purpose of implementing appropriate services
 Demonstrate cultural humility
 Coordinate activities
 Establish work priorities
 Communicate appropriately and effectively orally and in writing
 Adhere to safety practices
 Exercise professional judgment in making decisions

Working Environment:

ENVIRONMENT:

Duties are typically performed in infants/toddlers’ homes, office and community settings. 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 objects up to 25 pounds. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: Three (3) years of successful experience in programs for children with disabilities. Experience with infants/toddlers (birth to age 3) and working as part of a transdisciplinary team is highly desirable; 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 three (3) years of successful experience in programs for children with disabilities. Experience with infants/toddlers (birth to age 3) and working as part of a transdisciplinary team is highly desirable.

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 (Infant/Child/Adult) certification as 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: <date>

Approved by: 

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

Revised: 2017, 9/19, 6/20