

Position: School Nurse

Department: District Wide

Reports To: Superintendent

SUMMARY

Provide school health and nursing services to students; conduct medical case finding and screening for vision, hearing, scoliosis and other health defects. Provide services at schools for the evaluation, improvement, and protection of the health of pupils and school personnel in accordance with state law and district policies and procedures.

NATURE AND SCOPE

Promote health and prevention education and safety; conduct staff education and in-service trainings related to specialized health conditions, procedures, medications, CPR/First Aide and other issues.

DISTINGUISHING CHARACTERISTICS

Provide consultation and assist school staff, students and families with communicable disease control, first aide, personal hygiene, student health assessments and school site health and safety assessment; evaluate student immunization status at appropriate grade levels.

ESSENTIAL TYPES OF DUTIES

- ↖ Collect, prepare and maintain a variety of records and reports related to student health and assigned activities
- ↖ Establish and maintain filing systems
- ↖ Serve as a technical and health education resource to students, personnel and the community
- ↖ Respond to inquiries and provide information
- ↖ Communicate the condition of students with health liabilities to teachers
- ↖ Provide health charts and related information as necessary
- ↖ Assist the Special Education Program with developing Individual Educational Programs for disable students
- ↖ Assess home environments and student needs
- ↖ Train and provide work direction and guidance to assigned health aides and other staff
- ↖ Conduct medical case findings, screening and referral activities related to health defects of selected pupils.
- ↖ Refer parents of pupils needing medical care or welfare assistance to appropriate private or community resources
- ↖ Confer with physicians and community agencies as necessary.
- ↖ Copy and distribute Medi-Cal information to children and their families
- ↖ Inform children and/or their parents about medical services available through school or in the local community
- ↖ Identify at risk children and families and refer them to the proper agencies for services
- ↖ Perform contract duties for health services, including identifying, recruiting, contracting, and monitoring contract. Contracts may be for Medi-Cal populations only or Medi-Cal and non Medi-Cal populations.
- ↖ Develop, implement and monitor health related programs or systems for children and their families.
- ↖ Participate on committees whose focus is to expand services, identify needs, or increase service utilization for health services to children.
- ↖ Develop and maintain health resource directories.
- ↖ Assist in claiming plan process of Medi-Cal Administrative Activities (MAA) Program. Monitor ongoing MAA process and MAA contract.
- ↖ Prepare financial data and other data required for MAA claiming.
- ↖ Distribute and Collect MAA program information to other staff members.
- ↖ Attend MAA Time Survey and ongoing MAA program policy/procedures meetings.

QUALIFICATIONS

Knowledge, Skills and Abilities

- Licensed Registered Nurse

- Public Health Certificate
- Preliminary or Professional Clear School Nurse Credential
- Current CPR and First Aide for Health Care Professionals Certificate

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree – Registered Nurse

TERMS OF EMPLOYMENT

186 Days Per year, full-time

EVALUATION

The Superintendent will evaluate performance of this position