

DISTRICT NURSE

HOURS

7 hours per day

QUALIFICATIONS

Bachelor's Degree (preferably in Nursing – BSN), California RN license, School Nurse Credential (standard designated services credential with a specialization in health, or a services credential with a specialization in health), licensed school nurse audiometrist, public health certificate (PHN) preferred, first aid and CPR certification, training in child abuse and neglect detection

REPORTS TO:

The Student Affairs/Compliance Officer in the Office of Student Services

BASIC FUNCTIONS

The District Nurse organizes, coordinates and implements the district health services program; trains and supports Health Office Assistants; and acts as a liaison between the district and other health agencies.

ESSENTIAL/REPRESENTATIVE DUTIES

Organizes and provides state mandated health screenings, including making referrals

Coordinates the training and support of Health Office Assistants through planned meetings, bulletins, in-services, school site visits and observations.

Consults with and trains, as needed, school personnel working with special needs students who require that specialized health care procedures be performed at school

Acts as a resource/consultant for site based IEP's and 504 plans involving medically fragile students

Compiles and submits county and state reports

Assists with the establishment, implementation and review of policies and procedures related to the district Health Services program

Orders, distributes, and maintains the health supplies for school health offices

Participates on district level committees related to health – SARB, Wellness Committee, etc.

Acts as the district administrator for the Medi-Cal MAA program

OTHER DUTIES

Perform related duties as assigned by the Student Affairs Officer

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Laws, rules, and regulations related school health
District objectives and procedures related to the school health program
Correct English usage, grammar, spelling, punctuation, and vocabulary
Health and safety regulations
CPR and First aid

ABILITY TO:

Interact positively with peers, public, and students
Be organized, flexible, and have problem solving abilities
Analyze situations accurately and decide on appropriate actions
Understand, interpret, and explain policies and procedures to different audiences
Work independently with little direction
Work confidentially with discretion
Understand and work effectively within the scope of authority
Communicate effectively both orally and in writing
Operate a computer in a Windows/Word environment
Understand SASI and interpret the health screens

EDUCATION AND EXPERIENCE

Bachelor's degree (preferably in nursing – BSN)
Current California RN license
School Nurse Credential (Standard Designated Services Credential with a specialization in health, or a services credential with a specialization in health)
Licensed school nurse audiometrist
Public Health Certification preferred
Minimum 5 years school nursing experience, K-12 preferred

WORK YEAR

185 Days

SALARY

Appropriate placement on Schedule A-1 Teacher Salary Schedule

STIPEND

11% of salary listed in Schedule A-1, Step 1, Column 1