



**San Diego County Office of Education
Certificated**

CLASS TITLE: **School Nurse – HOPE Infant/Toddler Program**

DEFINITION:

Under senior managers' general direction, 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.

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. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as assigned.

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; and exercise professional judgment in making decisions.

CREDENTIALS, CERTIFICATES, LICENSES AND OTHER REQUIREMENTS:

- Must hold or be eligible for a California School Nurse Services Credential
- Possession of a valid CA Registered Nurse (RN) License
- Possession of a valid California Driver's License
- Possession of current infant, child, and adult CPR certification

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in nursing from an accredited college/university
- Three years’ successful experience in programs for children with disabilities
- Experience with infants/toddlers birth to age 3, working as part of a transdisciplinary team is highly desirable


WORKING CONDITIONS AND PHYSICAL ABILITIES:

ENVIRONMENT: Office, infants/toddlers’ homes, community settings

PHYSICAL DEMANDS: Sit or stand for extended periods of time; walk short distances on a regular basis; use hands and fingers to operate computer keyboard or other office equipment; reach with hands and arms; speak clearly and distinctly to provide information; bend at the waist, kneel, crouch, and sit on floor to assist infants/toddlers; hear and speak to exchange information and make presentations; see to read, prepare, and review a variety of activities and to monitor infant/toddler activities; hear and understand voices over telephone and in person; and move and transport materials weighing up to 20 pounds.

Established: 2017

Revised: 9/2019

Approved: 

Dr. Olivier Wong Ah Sun
Assistant Superintendent, Human Resources