

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SCHOOL NURSE**

#### **BASIC FUNCTION:**

Under the direction of the Director-Special Student Services, provide school health and nursing services to students; promote health and prevention education and safety; refer students, parents or guardians to appropriate community resources for recommended health service programs; participate in health related Individual Educational Program (IEP) meetings for the assessment and placement of students as required.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Provide school health and nursing services to students; conduct required health screening for vision, hearing, scoliosis and others; prepare and maintain related health records and State reports; assure compliance with established laws, codes, regulations, policies and procedures.

Promote health and prevention education and safety; conduct staff education and in-service training meetings related to specialized health conditions, procedures, medications and others.

Participate in health-related IEP meetings for the assessment and placement of students as assigned; prepare health and development programs for students; develop and implement individualized nursing care procedures as necessary.

Refer students, parents or guardians to appropriate community resources for recommended health service programs.

Oversee the administration of medication; monitor student side effects and notify appropriate personnel and agencies as required.

Serve as a health resource for District personnel; provide consultation and assist school staff, students, and families with communicable disease control, first aid, student health assessments, school site health and safety assessment, child abuse concerns and reporting requirements.

Operate and maintain a variety of specialized medical equipment and instruments; assure proper working condition of equipment; operate assigned office equipment including a computer and assigned software.

Communicate with parents, students, personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Prepare and maintain a variety of State and other reports as required including immunization, hearing, vision and other related reports.

##### **OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Medication effects and proper administration procedures.  
Proper operation of specialized health assessment instruments.  
Modern medical terminology, equipment and techniques.  
Accepted methods and principles of personal hygiene.  
Diagnostic methods for medical conditions and diseases.  
IEP requirements.  
Accepted testing techniques for hearing, vision and scoliosis and other screenings.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Public health agencies and local health care resources.  
Health and safety regulations.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.

**ABILITY TO:**

Promote health and prevention education and safety.  
Refer students, parents or guardians to appropriate community resources for recommended health service programs.  
Screen students for vision, hearing, scoliosis and other problems.  
Perform technical duties related to assigned components of the IEP program.  
Analyze situations accurately and adopt an effective course of action during routine and emergency situations.  
Provide health information to parents, students and staff.  
Prepare and deliver oral presentations regarding health and safety issues and communicable diseases.  
Identify various health needs, and unusual and critical cases such as child abuse and recommend appropriate action.  
Maintain records and prepare comprehensive reports.  
Counsel and provide health-related information to parents of school-aged students.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Plan and organize work.  
Interpret, apply and explain rules, regulations, policies and procedures.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in nursing or closely related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid and appropriate School Nurse Services Credential.  
Valid State registration as a Nurse.  
Valid First Aid and CPR Certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.  
Subject to emergency medical situations.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate specialized medical equipment.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist students.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials and monitor students.  
Lifting and moving students as assigned by position.

**HAZARDS:**

Contact with blood and other body fluids.  
Potential for contact with blood borne pathogens and communicable diseases.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017