

Position:	Registered Nurse	FLSA: Non-exempt
Department:	Educational Services	Salary Grade: 23
Reports to:	Coordinator of Student Services or Coordinator of Special Education	Work Year: 210 Days

OVERALL OBJECTIVE AND SUMMARY

To plan, direct, supervise, and coordinate the activities and operations of the nurse=s office; to coordinate assigned activities with other school activities; and to provide highly responsible staff assistance to the school principal and school health assistant regarding health related matters.

Receives general direction from the Coordinator of Student Services or the Coordinator of Special Education. Exercises functional supervision over assigned technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Travel to various school sites within the District and perform a wide variety of nursing duties.
- Coordinate the organization and operational activities for the nurse’s office, including the first aid program and the school health program.
- Participate in the development and implementation of goals, objectives, policies, and priorities for the nurse’s office; recommend and implement policies and procedures.
- Direct, coordinate and provide first aid; supervise the administration of first aid; recommend changes, as appropriate.
- Coordinate or conduct student immunizations; ensure appropriate record keeping; enforce compliance with laws and regulations.
- Identify opportunities for improving services; identify resource needs; review with Principal; implement improvements.
- Provide or coordinate appropriate staff training.
- Assess special education students requiring the direct services of a registered nurse; prepare health care plans for involved students; perform or supervise the implementation of required specialized health care procedures at school or while students are being transported.
- Provide staff assistance to the Principal; provide information regarding health issues in the schools; make home visits; report health conditions which may affect student progress; recommend appropriate actions.
- Coordinate school health program activities with the community, state health services and other outside agencies; explain the District=s school health program goals and objectives; respond to questions and receive feedback.
- Conduct health surveys and mandated services in the areas of: vision, hearing, dental needs, and general health factors; prepare reports on findings; review with the assigned principal.

- Provide consultation and assistance to teachers and administrators developing programs related to school health programs; provide information and referrals regarding the school lunch program, communicable diseases, dental health programs, curriculum planning related to health education, and safety; conduct in-service training.
- Attend and participate in professional group meetings; stay abreast of changes and new developments related to school health and prevention programs.
- Make presentations to groups or classrooms; prepare or provide handouts and brochures.
- Participate as a member of the District SARB.
- Participate as a member of site SSTs when health and medical issues are a factor in student success.
- Performs other duties as required to accomplish the objectives of the position.

QUALIFICATIONS:

Knowledge of:

- Operational characteristics, services and activities of a school health program.
- Principles of nursing.
- First aid practices, procedures, methods and techniques.
- Principles of public health administration.
- Childhood diseases.
- Pertinent Federal, State, and local laws, codes and regulations.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Manage and coordinate the work of lower level staff.
- Supervise and train staff.
- Interpret and explain District policies and procedures related to the school health program.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain effective audio-visual discrimination and perception needed for:
 - ◆ Making observations.
 - ◆ Communicating with others.
 - ◆ Reading and writing.
 - ◆ Operating assigned equipment and vehicles.
- Maintain mental capacity which allows the capability of:
 - ◆ Making sound decisions.
 - ◆ Demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: administration of CPR, administration of first aid.

PHYSICAL ABILITIES

The position requires:

- Physical condition necessary for sitting or standing for prolonged periods of time.
- Light to moderate lifting, pushing and pulling.
- Speaking and hearing to communicate in person or over the phone.
- Sufficient visual acuity to recognize words letters and numbers.

EDUCATION AND EXPERIENCE

Equivalent to completion or graduation from an accredited nurses' training program; one year of job-related experience. Responsible public health nursing experience, preferably in a public school setting.

LICENSES, CERTIFICATIONS AND TESTING REQUIRED:

- Possession of a Registered Nurse license issued by the State of California.
- Possession of a valid California driver's license.
- Possession of valid standard First Aid and Cardiopulmonary Resuscitation (CPR) certificate.