SPECIAL EDUCATION-SCHOOL NURSE

Definition:

Provides health services to schools, including health assessment, health maintenance, health promotion, health education, interdisciplinary team collaboration and coordination of the site school health program. Responsibilities are conducted in compliance with Sonoma County Office of Education policies and procedures and California State Law.

Distinguishing Characteristics:

- Incumbent works under the supervision of the Director of Special Education
- Uses judgment and initiative in performing work
- May be assigned related responsibilities based upon the school district's specific health service needs
- Consults with health and human service agencies and health care providers
- Participates in program projects
- Provides health-related training to SCOE staff
- Acts as a health information resource to instructional staff and administrators
- Works with students from age 3-22 years old

Supervision Exercised and Received:

General direction is provided by a principal and/or an assistant principal.

Examples of Duties and Responsibilities:

Duties and Responsibilities may include but are not limited to, the following:

- Acts as case manager working with families for students who have chronic health condition(s) and/or social needs including, but not limited to students with emotional disabilities, technology dependent, orthopedic impairments and speech and language impairments
- Develops health care plans for students as needed
- Communicates with parents, health care providers, interdisciplinary team members and involved agency staff in the management of a student's health care and social needs
- Performs mandated health screening, referral and follow-up
- Refers parents to appropriate private or community health and human resource agencies as needed
- Recommends or provides appropriate interventions in the event of a case(s) of communicable disease
- Assists in identification of safety and health hazards on school sites
- Provides health education and counseling services for pupils, parents and school personnel
- Maintains accurate and up-to-date student health records as mandated by law, codes, procedures and policies
- Provides staff development and training in assigned area of responsibility, including CPR, First Aid/Allergic Reactions training
- Acts as a consultant in incident(s) of student illness or injury
- Is a member of the interdisciplinary IEP team; performs student health assessments, parent or guardian interviews, team consultation, plan development and report-writing

- Assists in the development and implementation of preventative maintenance programs in the area of health services
- Coordinates the site health services program
- Oversees LVN/TA staff in classrooms
- Accepts responsibility for ongoing professional education and college relationships with regional school nurses
- Performs other duties as assigned

Employment Standards:

Knowledge of:

- Federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility for regular and special education
- Professional and ethical standards and practices
- School nursing principles, practices, methods and strategies
- Physical assessment skills
- Public and private health and human resources
- Communicable disease principles, practices, methods and strategies
- Counseling principles and practices
- Case management principles and practices
- Basic computer skills; including email, word processing and accessing the internet

Ability to:

- Organize, prioritize and deliver a health service program
- Ability to work with diverse groups of students including students with special needs
- Express ideas and concepts clearly and concisely both orally and in written form
- Work collaboratively with interdisciplinary team members, outside agencies and health service providers
- Participate in the development and delivery of health-related trainings, in services and programs
- Establish and maintain cooperative working relationships with students, teachers' staff and parents
- Make decisions in an objective, rational and competent manner
- Maintain and improve professional skills and knowledge
- Be flexible and receptive to change

Education and Experience (required):

Education/License:

- Bachelors Degree from an accredited college or university; a BSN (Bachelor of Science Degree in School Nursing) and a PHN (Public Health Nurse) is preferred
- Current RN (Registered Nurse) license from the California Board of Registered Nurses
- Certificate in Healthcare Provider-CPR

Experience:

- One (1) year unsupervised work as a school nurse preferred

Credential/Certifications:

- A valid California School Nurse Services Credential
- Certification as a School Audiometrist
- Certification as BLS (Basic Life Support and CPR) instructor or be willing to obtain at SCOE's expense

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors
- Exposure to student illness, injuries, infections and bodily fluids
- May be exposed to chemicals contained in cleaning products
- May be required to maneuver into awkward positions
- Expected to drive between several sites during the school day

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by the Sonoma County Office of Education, prior to employment.
- Proof of TB test will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.