

CERTIFICATED JOB DESCRIPTION

LEAD SCHOOL NURSE

JOB SUMMARY:

Under the supervision of the Executive Director of Special Education and Instruction or Designee, conducts a Health Service Program at one or more elementary schools to strengthen and facilitate the educational process by improving and protecting the health status of children and by identification and assistance in the removal or modification of health-related barriers to the learning process for individual children. Provides support services, consultation, and professional development to school nurses and school attendance secretaries/health specialists, for the purpose of maintenance, improvement, and analysis of the school health services program.

ESSENTIAL JOB FUNCTIONS:

- Assists the Executive Director Special Education and Instruction or Designee in planning the school nursing program.
- Coordinates medical in-service education for professional growth of nurses.
- Serves as a resource to school nurses, District personnel, and parents regarding health-related matters.
- Reviews physician's orders and consults with school nurses as needed.
- Meets regularly with school nurses and health office staff to support services for students.
- Orients new school nurses, substitutes, and agency nurses on the health services program.
- Provide health assessments.
- Screen and evaluate findings of deficit in vision, hearing, dental, growth, etc.
- Observe the child for development and health patterns in making nursing assessment and nursing diagnosis.
- Triage and coordinate referrals to appropriate health care providers.
- Develop and implement a health plan.
- Interpret the health status of students to parents and school personnel.
- Initiate referrals to parents, school personnel and community health resources for intervention, remediation and follow-through.
- Provide on-going health counseling with students, parents, school personnel, and health agencies.
- Recommend and helps to implement modification of school programs to meet students' health needs.
- Utilize existing health resources to provide appropriate care of students.
- Maintains evaluate and interpret cumulative health data to accommodate individual needs of students.
- Participate as the health team specialist on the child education evaluation team to develop interventions and the Individualized Education Program (IEP).
- Plan and implement school health management protocols for the child with special health needs, including the administration of medication.
- Participate in home visits to assess the family's need as related to the child's health.

- Develop procedures and provide for crisis intervention for acute illness, injury and emotional disturbances.
- Promote and assist in the control of communicable diseases through preventive programs, early detection, surveillance, and reporting of contagious diseases.
- Recommend provisions for a school environment conducive to learning.
- Provide health education.
- Support and include parents as partners in the social development and education of their children.
- Provide direct health education and health counseling to assist students, families, and staff in making decisions on health and lifestyles that affect health.
- Participate in health education directly and indirectly for the improvement of health by teaching persons to become more assertive health consumers and assume greater responsibility for their own health.
- Counsel students in order to facilitate responsible decision-making practices.
- Serve as a resource person to the classroom teacher and administrator in health instruction and as a member of health curriculum development committees.
- Coordinate school and community health activities and services and acts as a liaison between the home, school and community.
- Engage in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Job Experience:**
At least five years of experience as a School Nurse.
- **Credentials:**
Health Services Credential-School Nursing.
- **Education and Certification:**
Registered Nurse Licensed in California.
Bachelor's degree-School Nursing.
Current CPR Certification.
California Driver's License.
- **Personal Qualities:**
Appearance, grooming, and personality which establishes a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from student teaching supervisors, or other professionals who have observed the personal characteristics, scholastic attainment, and their performance in working with students.