

CERTIFICATED JOB DESCRIPTION

RESOURCE NURSE

JOB SUMMARY:

Under the direction of the Executive Director of Student, Family, and Community Services, provides resource 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 of Student, Family, and Community Services in planning the school nursing program.
- Coordinates medical inservice education for professional growth of nurses.
- Develops District programs and projects to assess student health needs and to alleviate health problems.
- Reviews physician's orders and consults with school nurses as needed.
- Engages in research and evaluation of school health services.
- 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.
- Assists in health services policy development and procedure revision, keeps informed on changes in the Education Code related to health items; and provides school nurses with information related to such policies.
- Serves as liaison with the health community including the San Diego Immunization Registry, San Diego Health and Human Services Agency, and the San Diego County Office of Education.
- Provides current, factual, and concise health information to schools.
- Participates with community universities and colleges in the development of ongoing professional educational activities including graduate studies for school nurses.
- Advises school nurses on referral and use of community agencies.
- Serves as a resource to school nurses, District personnel, and parents regarding health-related matters.
- Collaborates with Technology and Instructional Services and Support to enhance health services for students.
- Develops health forms and revises content of existing forms and procedures in conformance with changes in law or policy.
- Serves on District committees as assigned.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credentials**
Health Services Credential-School Nursing

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- **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 that establishes a desirable example for students. Ability to meet District standards for physical and mental health.
- Ability to maintain the security of sensitive, confidential, and privileged information.
- Excellent communication skills.
- Minimum five years of experience as a school nurse.

Certificated Salary Schedule

BOARD APPROVED: 06/10/15

REVISION DATES: