



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: DISTRICT/SCHOOL NURSE

WORK YEAR: 185, 190, or 200 Work Days

REPORTS TO: Director of Pupil Services/SELPA

EDUCATION AND EXPERIENCE:

- Graduation from a baccalaureate degree-nursing program with current state accreditation at the time of graduation.
- Valid California Nursing License issued by the Board of Registered Nursing
- California School Nurse Services Credential or ability to attain the credential [Information on School Nurse Services Credential CL-380](#).
- California Driver's License

QUALIFICATIONS:

- Valid Cardiopulmonary Resuscitation (CPR) certification
- Completion or ability to obtain a valid California Audiometric certificate
- Possession of Certification as a CPR and First Aid Instructor
- 2 years Registered Nurse experience
- Bilingual-English/Spanish preferred

PRIMARY FUNCTION:

The position of the School Nurse, under the supervision of the Director of Pupil Services/SELPA or designee, performs all duties and responsibilities related to preventive health, health assessment and referral procedures for students in preschool through adult transition. The district nurse strengthens and facilitates the educational process by protecting the health status of students and by identification and assistance in the removal or modification of health related barriers to learning for individual students. They should have knowledge and understanding of the public education system and current practices and trends related to school health.

- Provides leadership in the development of the school health program; assists in promoting a healthy and safe school environment.
- Administer basic health care and first aid to students who are ill, injured, and/or medically fragile. Identify and respond appropriately to urgent medical conditions and medical emergencies. Provide direction in person or via telephone to school staff members when urgent or emergency medical conditions arise

- Creates Individualized School Healthcare Plans for the purpose of addressing students' health needs and implementing health care directions from parents and/or physicians.
- Plans, coordinates, monitors and/or performs state mandated vision screening, hearing screening, scoliosis screening, and follow-up; completes required annual state reports and mandated cost reimbursement forms.
- Implements state policies concerning the administration of medication.
- Participates in the evaluation and placement of pupils recommended for special education programs; completes developmental history reports and serves as a member of the IEP team.
- Informs teachers, administrators and counselors of physical or health liabilities of students; trains, supports and informs teachers, administrators, counselors and support staff on the procedures and protocols necessary to support students with health liabilities.
- Counsels with students and parents regarding health needs; assists in the referrals of students to private physicians and/or community agencies as necessary.
- Performs professional nursing duties necessary to prevent and control communicable diseases in the schools and community.
- Interprets immunization regulations, monitors compliance, and completes required state and county immunization reports.
- Participates in major emergency care of pupils; assists in completing accident reports.
- Report, file, monitor, and maintain complete and current health records for assigned students; maintain confidentiality of health records.
- Assists in the identification of pupils who need specialized physical health care services and health nursing (DIS/HN).
- Provide CPR and First Aid instruction to district staff members. Oversee and provide direction to Student Health Care Specialists (LVN) in administering the health needs of students
- Maintains and promotes effective communication between parents, private physicians and agencies regarding the health and social needs of students.
- Serves as a resource/health consultant to students and staff.
- Trains and supervises Health Assistants in health related aspects of their job duties including medication administration, documentation and specialized healthcare procedures.
- Assumes the responsibility for continuous personal professional development and contributes to the professional development of others.
- Develops plans for eliminating, minimizing, or accepting health problems of the students which interfere with effective learning.
- Assists with verification of selected student absences by home or telephone contact with parents.
- Travels to various school sites.
- Performs other related duties as assigned

ESSENTIAL JOB REQUIREMENTS- QUALIFICATIONS:

Knowledge of:

- Federal, State, and District policies, guidelines and procedures related to public school nurse and health services.
- Trained in current school nurse and health services, research and trends.
- Experience with data collection and analysis.
- Skilled in health services and delivery techniques

Ability to:

- Analyze problems, identify potential solutions and make appropriate and effective decisions
- Maintain confidentiality.
- Work in a diverse socio-economic and multicultural community.
- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance
- Meet schedule and time lines

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens

- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations