

**Position:** School Nurse**Classification:** Certificated**Reports to:** Site Administrator, Administrator of Special Education **Range:** Certificated Salary Schedule

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**EDUCATION AND EXPERIENCE**

California Health Services or School Nurse Credential and successful experience working in the Medical setting. Three years of successful professional experience working with students with disabilities preferred.

Bachelor of Science Degree

California Registered Nurse (RN) license

Public Health certification

California Audiology certification

Current certification in Cardiopulmonary Resuscitation (CPR) from a program such as American Red Cross or American Heart Adult/Child CPR (must have hands on manikin practice).

Valid California driver's license

Condition of Employment:

Insurability by the District liability insurance carrier.

**SUMMARY**

Conducts a comprehensive school health services program including provision of health care services and health education necessary for the evaluation, improvement, and protection of the health of the pupils and school personnel. This is to be carried out in accordance with California state law, the provisions of the California State Nurse Practice Act and district policies and procedures in order to facilitate learning.

**SPECIFIC RESPONSIBILITIES**

1. Management of health programs at the school site by supervising the health and physical development of students.
2. Provide health related counseling and assistance to pupils, parents and staff, including referrals to appropriate private or community resources.
3. Conducts medical case finding, screening and referral activities related to health defects, interpreting results of medical assessments, providing follow up, counseling and agency linkage when appropriate
4. Maintains a health record for each pupil, including computerized health records using appropriate confidentiality.
5. Develops and supervises Individualized Health Care plans for students, and informs teachers, administrators and other necessary staff (i.e.: coaches) of physical or health liabilities of pupils.
6. Provides medication administration and supervision per California Education Code and CUSD Board Policy and Administrative Regulations, and maintains documentation.
7. Serves as manager of the health office by providing emergency nursing service for ill or injured pupils at school, determining protocols for care for injury/illness, and maintaining supplies and equipment.
8. Notifies parents of pupils about illnesses, physical defects, and potential health problems; provides health counseling directed toward pursuit or appropriate action.
9. Assists in development of crisis management and safe school plans and identification of safety and health hazards on school site.
10. Provides in-service and training to students, parents and school staff in health related areas.
11. Provides training and supervision of LVN and other paraprofessionals that work in the health office

- or may provide health services.
12. Serves as a member of Student Success, 504 and IEP Teams and provide appropriate assessments as required.
  13. Designs systems directed toward the prevention and control of communicable diseases in the school and community, including immunization, tuberculosis and Child Health and Disability Prevention (CHDP) programs.
  14. Provides specialized physical health care procedures (SPHCP) such as catheterization, tube feedings, tracheostomy care, diabetic monitoring, etc., including training, supervision and evaluation of others who may perform these services to students.
  15. Cooperates with other school specialists, medical providers, and community resources by furnishing health information and making it available to the person or persons where it serves the best interest, within confidentiality requirements.
  16. Assists medical personnel in immunization programs conducted at the school.
  17. Participates in professional learning opportunities as required for RN licensure to improve personal/professional practice.
  18. In accordance with the most current health mandates, will arrange appropriate immunizations and dental care recommendations, coordinates immunization programs/clinics at school site if needed.
  19. Other duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintain confidentiality and ability to work cooperatively with others.

Knowledge of:

- Education, Health Education, Community Health, Sociology and related areas.
- Health office management.
- Applicable federal and state health laws, codes, regulations, policies and procedures.
- Care of ill and injured students and staff, including provision and delegation of specialized health care procedures.

Ability to:

- Work as a team with school site, health office staff, students and families.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.

### **PHYSICAL ABILITIES**

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; eyesight corrected or uncorrected sufficient to read medical labels; hearing, sufficient with or without use of hearing aid, must be able to hear student requests and understand voice or speech patterns; frequent writing and/or keyboarding; moderate to high level of stress; ability to operate a computer and assigned software/programs.