

**CENTRAL UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**

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**Position:** Lead School Nurse**Classification:** Certificated**Reports to:** Director of Special Education**Range:** Certificated Salary Schedule

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**EDUCATION AND EXPERIENCE**

Experience:

Three (3) years successful school nurse experience in elementary and secondary levels, two years (2) management or leadership experience recommended.

**Minimum Qualification:**

- Bachelor of Science Degree
- California Registered Nurse (RN) license
- Public Health certification
- California Audiology certification
- Current certification in Cardiopulmonary Resuscitation (CPR) and Basic First Aid 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**

To implement a comprehensive school health program for the District to be carried out in accordance with California Education Code, state law, the provisions of the California State Nurse Practice Act and district policies and procedures. This includes the delegation of health related duties and the provision of medical care to students in the school setting. The Lead School Nurse coordinates all health related programs for the school district including development of health related policy and procedure; delegation and training of school nurses, LVN and health aides in the department; and direct health care service to students with the goal of protecting the health of the pupils and school personnel and removing health related obstacles to student learning.

**SPECIFIC RESPONSIBILITIES**

1. Serve as coordinator of all District School health programs, including mandated programs, screening programs and health office functioning, and makes recommendations to the district for improvement of these services as needed.
2. Acts as coordinator between nurses, health aides, and district administration, including determining assignments of health staff.
3. Assists in recruitment and orientation of new personnel working in health areas, including New Hire Orientation.

4. Serves as resource for all health issues within the district, including media relations in health areas.
5. Coordinates all district state mandated screening programs and compiles state reports for mandated screenings.
6. Represents the District Health Services at district, county and state meetings, serving as a liaison in working with health related community agencies to bring needed health related services into the district.
7. Assists in the preparation of District School Health Program Budgets and requisition of equipment and supplies as needed.
8. Coordinates the preparation of updated Health Services policy, procedure and notification forms, including writing of district health forms and other printed material pertaining to school, District website, and computerized records and resources.
9. Participates in the formulation and/or revisions of District Board Policy in areas relating to health and welfare and safety.
10. Coordinates and implements all aspects of the district's communicable disease prevention program, including immunization, tuberculosis, influenza, pandemic preparedness, and Child Health and Disability Prevention (CHDP) programs.
11. Serves on District Crises Management, Wellness Committee and Safe School Teams and assists in identification of safety and health hazards on school sites and in the district.
12. Provides professional development, of school nurses, licensed vocational nurses and health aides.
13. Coordinates with community agencies to bring necessary health related services and/or grant funding into the district to improve student and family health status
14. Coordinates district safety programs such as Anaphylaxis, CPR and First Aid training programs, Nutrition, etc.
15. Serves as facilitator or case manager for students with chronic health conditions into the district. Attends initial IEPs and coordinates Individual Health Care Plans, and guides staff in the initiation and training of specialized health care procedures.
16. Provides ongoing training, in-services and professional development opportunities to staff and families in health and safety areas.
17. Coordinates with local universities to provide mentoring opportunities for student nurses and school nurses within the district.
18. Provides training for others who may perform specialized physical health care procedure (SPHCP) services to students such as catheterization, tube feedings, tracheostomy care, diabetic monitoring, etc.
19. Participates in professional learning opportunities as required for RN licensure to improve personal/professional practice.
20. Other duties as assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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:

*Board Approved: 7/14/2020*

- Education, Health Education, Community Health, Sociology and related areas.
- Health office management.
- Applicable federal and state health laws, codes, regulations, policies and procedures.
- Delegation regulations per California Education Code.
- Health assessment, health counseling, health screenings, communicable disease, growth and development, child abuse reporting, community health, crisis planning, crisis intervention, nursing diagnosis and procedures.
- Care of ill and injured students and staff, including provision and delegation of specialized health care procedures.

Ability to:

- Provide leadership and 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.
- Flex hours based upon projected needs.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

School and Office environment; while performing the duties of this job, the employee will drive a vehicle to conduct work regularly required; to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print to read medical labels. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills. 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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.