



JOB DESCRIPTION
District Nurse, R.N.



Reports to:	Assistant Superintendent, Student Services	Employment Group / Salary Range:	Non-represented Licensed
Dept:	Student Support Services	FLSA:	Hourly
Annual Work Days:	193	Formal Review Date: Board Approval Date: Revision Approval Date:	11/30/23 12/11/2023 06/09/2025

PRIMARY FUNCTIONS

Under general supervision, provides professional nursing care, health education and health services to students; makes independent nursing assessments, nursing diagnoses and evaluations regarding injuries and illnesses and provides first aid, emergency care or crisis intervention to students and staff in accordance with state and College nursing laws, regulations and protocols; assesses, treats, counsels and refers students to other resources as appropriate; maintains medical records and ensures compliance with state laws and regulations, District policies and health program protocols; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides input in selecting, training and providing day-to-day lead work guidance and coordination to other health care staff districtwide; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure that deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and the use of medical equipment and supplies; conducts safety training and ensures appropriate safe work practices are being observed.
- Provides input to Principals on employee work performance and behaviors; assists in ensuring a fair, open and inclusive work environment in accordance with the District’s mission, goals and values.
- Performs mandated health screenings, referrals and follow-up; administers immunizations.
- Assesses and evaluates the health and development of students.
- Designs and implements a health maintenance plan for individual students; incorporates plans directed by a physician.
- Refers students and their parents or guardians to appropriate community and private resources for necessary services; maintains communication with parents and all involved community service providers.

- Participates as a member of the interdisciplinary individual educational plan (IEP) team; performs student health assessments, parent or guardian interviews, interprets medical findings and makes recommendations appropriate to the student's IEP; assists team in plan development and report writing.
- Conducts in-service training to teachers and administrators and consults on best practices in areas such as nutrition, preventive dentistry, mental health, genetics, prevention of communicable diseases, self-health care, and other health areas for students.
- Counsels students and their parents regarding available community health services, health-related attendance issues, adjusting to physical, mental and social limitations, attitudes, information and values that affect health behavior, and overcoming financial and other barriers to receiving health services.
- Oversees the inventorying, ordering, secure storage and distribution of medications, medical equipment and supplies.
- Oversees the safe and legal handling and disposal of hazardous waste, chemicals and biological materials.
- May act as case manager working with families for students who have chronic health conditions and/or social needs including, but not limited to, students with emotional disabilities, technology dependent, orthopedic impairments, and speech and language impairments.
- Serves on committees and may represent the District at local, regional and state conferences, meetings, workshops and training seminars.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Completion of a course of study in nursing required by the California State Board of Nursing to obtain certification and licensure as a Registered Nurse, and three years of increasingly responsible school nursing experience; or an equivalent combination of training and experience. A Bachelor of Science degree in Nursing (BSN) is preferred.

Licenses, Certificates and Other Requirements:

- A current Registered Nurse certification and license from the California State Board of Nursing.
- A valid California School Nurse Services Credential.
- Valid First Aid and Basic Life Support certifications; certification as a CPR, AED & First Aid instructor must be obtained within 12 months of employment.
- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, methods and techniques used in nursing and school nursing including students with severe physical, mental and behavioral needs.
- Professional and ethical medical standards and practices.
- Physical assessment skills.
- Health office and related medical practices, terminology, procedures and equipment.
- District rules, regulations and requirements related to student health and school nursing.
- District practices and procedures for budgeting, purchasing and maintaining public records.
- Applicable laws, codes, regulations, policies and procedures including HIPAA.
- District policies and state regulations concerning immunization of school-aged children.
- Universal health precautions, proper techniques for handling and disposing of hazardous materials.
- Safety policies and safe work practices applicable to the work being performed.

Skills and Abilities to:

- Organize, prioritize and deliver a health service program.
- Work with diverse groups of students including students with special needs.
- Work collaboratively with interdisciplinary team members, outside agencies and health service providers.
- Participate in the development and delivery of health-related trainings in services and programs.
- Train school-based student health personnel including Licensed Vocational Nurses and School Health Assistants on first aid, health screening and student care required to support the health care portions of IEPs.
- Oversee the maintenance and reporting of medical records and medical billing.
- Operate a vehicle in order to travel throughout the District.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software including software used to maintain medical records.
- Establish and maintain effective working relationships with all those encountered in the course of work including parents and other medical professionals.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift 40 pounds. Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The employee works under typical health clinic conditions, including laboratory conditions. Employees work with blood-borne pathogens, bodily fluids and medical waste materials and are subject to exposure to communicable disease. The noise level is usually quiet.

The employee is required to travel to locations throughout the District and may be asked to adjust work schedule to accommodate trainings, meetings with parents or attend school events.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed