Job Description

Marin County Office of Education

School Nurse

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of School Nurse is done for the purpose/s of developing and coordinating individual student care plans and providing implementation training and direction to site personnel; conducting age-appropriate programs/activities in conjunction with classroom curriculum; coordinating with medical facilities for students entering/re-entering the school environment; preparing a variety of complex materials; collaborating with student case managers, parents/guardians, health care providers, social workers, behavioral health providers, medical communities, and public agencies; administering assessments and screenings; administering ethical standardized and specialized medical treatments; conducting site assessments; maintaining student confidential files and records; and, ordering and transporting health related supplies and equipment.

This Job reports to Assigned Supervisor

Essential Functions

- Administers assessments and screenings (e.g. health, physical, vision, hearing, Tuberculosis, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile, and/or injured children or ensuring compliance with laws, rules, and/or Marin County Office of Education policies.

- Administers and trains personnel to administer specialized or standardized healthcare procedures (e.g. first aid, medication, tube feeding, catheterization, etc.) for the purpose of providing appropriate care for ill, medically complex, and/or injured children and ensuring health care plans are current.

- Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.

- Collaborates with students' case managers and teachers for the purpose of assisting students' families in accessing services through Medi-Cal and other health care providers.

- Collaborates with parents/guardians, health care providers, social workers, behavioral health providers, medical communities, and/or public agencies for the purpose of promoting and/or securing student health services; advising parties of changes in student health status, recommending further medical intervention, providing health related information and/or complying with legal requirements.

- Collects and analyzes comprehensive data pertinent to the student's health/situation for the purpose of determining issues and developing health care plans for students who need procedures performed during the school day.

- Conducts site assessments (e.g. health issues, student health records, emergency preparedness, etc.) for the purpose of identifying issues and/or providing recommendations, training, and direction for improving safety and accessibility; ensuring safety, hygiene, and reducing risks of communicable disease.

- Conducts age appropriate programs and/or activities in conjunction with classroom curriculum (e.g. health education, nutritional workshops, etc.) for the purpose of supporting established lesson plans and promoting a safe and healthy environment.

- Coordinates with medical facilities for students entering or re-entering the school environment for the purpose of ensuring student health plans are updated, new equipment accommodations are made, and continuity of student health supports as needed.

- Develops and coordinates individual student care plans and provides implementation training and direction to site personnel for the purpose of addressing students' health needs, and/or implementing directions provided by parents and/or physicians.

- Implements identified health plans, and where applicable, consults with, monitors, and evaluates unlicensed personnel in the delivery of delegated tasks for the purpose of supporting and coordinating the delivery of care and enhancing the ability of others to effect change.

- Maintains student confidential files and records (e.g. health care plans, agency referrals, accident reports, etc.) for the purpose of providing legally required information and in compliance with professional standards.

- Orders and transports health related supplies and equipment to County sites for the purpose of ensuring adequate inventory and availability of items as needed.

- Participates in a variety of meetings, workshops, seminars, committees, and interdisciplinary teams for the purpose of gathering, conveying and/or sharing information on student health needs, service delivery, and educational programs; and/or improving skills and knowledge.

- Prepares a variety of often complex materials (e.g. health care/safety/emergency plans, reports, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Provides and implements student health care case management in collaboration with students' professional health team for the purpose of meeting the needs of students with chronic health issues, medically fragile students, and/or meeting accommodation requirements.

- Provides training or counseling on a variety of health related subjects (e.g. health education, medication/medical equipment management, hygiene, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a resource to students, teachers, and other school personnel.

- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of attaining knowledge and compentency that reflect current nursing practice and providing information to staff, students, parents, and the public.

- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; training on-site staff in implementation of individual student care plans; handling hazardous materials/waste; operating equipment used in

clinical setting; operating standard office equipment including using pertinent software applications; supervising assigned staff; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating complex information with diverse groups; supporting conflict resolution; maintaining confidentiality; working as part of a team; remaining calm in high stress situations; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, 30% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required in School Nursing.

Education: Bachelors degree in job-related area.

Required Testing

None Specified

Certificates and Licenses

CPR/First Aid Certificate
Possess or obtain California School Nurse Services Credential within designated time frame from CTC
Valid Driver's License & Evidence of Insurability
Valid Registered Nurse license issued by the State of California

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date