

Bellevue Union School District

Position Title:	School Nurse	Department:	Special Education/Student Services
FLSA Status:	Exempt	Classification:	Certificated
Bargaining Unit:	Bellevue Education Association (BEA)	Work Calendar:	195 Days
Salary Range	Psychologist, Speech Pathologist, Nurse Salary Schedule	Board Approved:	December 17, 2024

General Description

Under general supervision of the Director of Special Education and Student Services, or assigned administrator: Provides health services to schools, including health assessment, health maintenance, health promotion, health education, interdisciplinary team collaboration and coordination of the site school health program. Responsibilities are conducted in compliance with Bellevue Union School District policies and procedures and California State Law.

- Incumbent works under the supervision of the Director of Special Education/Student Services
- Uses judgment and initiative in performing work
- May be assigned related responsibilities based upon the school district's specific health service needs
- Consults with health and human service agencies and health care providers
- Participates in program projects
- Provides health-related training to BUSD staff
- Acts as a health information resource to instructional staff and administrators
- Works with students from age 3-13 years old

Organizational Relationships

Directly Responsible to:	Employee is a direct report to the Director of Special Education/Student Services, or assigned administrator
Supervision Over:	Employee provides direct supervision to Health Technicians, Health Assistants and LVN, if applicable

DUTIES AND RESPONSIBILITIES: Duties and Responsibilities may include but are not limited to, the following:

- Monitor, provide, and evaluate all health screenings including TB; conduct vision, hearing screenings and make recommendations and monitor follow-up.
- Obtain and review health appraisals of all District students; provide health counseling for all students when needed; assist students with remediable health problems, i.e., diabetes, allergies, convulsive disorders, cardiac problems, orthopedic handicaps, etc.; give emergency care in event of accidents
- Creates related emergency care plans and trains staff to implement for various health related issues ie: seizure, anaphylaxis, asthma as needed bleeding disorders, etc.
- Refers parents of pupils needing medical care or welfare assistance to appropriate private or community resources.
- Acts as consultant to teachers, administrators, pupil services workers, and classified staff of the District relative to developing methods and techniques dealing with health-related problems of students; identify and follow-up on health problems which may interfere with learning; collaborate with school staff, parents, and health

care providers; assist in implementing school health care services and health education; direct referrals to community and school based agencies.

- Identify child abuse and follow up; identify students who may be abusing drugs and make appropriate site level referrals.
- Supervises dispensing of medication District wide.
- Provide in-service and staff development programs to administrators, teachers, and clerical staff on immunization rules and regulations, handling of emergency health needs, dispensing of medications to students, administrations of specialized health care procedures.
- Assist Principals in identifying Health Tech/Assistant responsibilities.
- Assist Health Techs/Assistants in completing their job responsibilities as assigned including monitoring of required health care information for first time entrants including Kindergarten.
- Schedule and facilitate meetings with Health Techs/Assistants.
- Conducts annual audiometric and vision screening of pupils; plans periodic retesting of pupils with hearing or visual deficiencies.
- Manage the prevention and control of contagious diseases; provide crisis intervention; participate in disaster preparedness.
- Supervises and implements, as needed, a program directed toward control of communicable diseases in the school and community, i.e. lice.
- Present at parent information meetings as requested, i.e., growth and development, child abuse prevention, substance abuse, and provide family life education for grades five.
- Assists in identification of safety and health hazards on school sites.
- Assist in identifying special education /504 eligible students; provide pertinent data for the educational placement of students with special needs by written communication and/or attending student/Individual Education Program (IEP) meetings; participate, when and where necessary, in conferences related to the development of IEP's for current or potential special education students and in conferences related to the development of 504 plans for current or potential students.
- Develop and implement health curriculum; participates in policy development related to health services.
- Supervise the maintenance of school health records and prepare annual statistical reports.
- Completes accident reports as needed.
- Interpret State law; stays current of trends and provide general health information to administration, school staff and parents.
- Maintain District compliance with state and federal requirements as related to immunizations and other health data.
- Participate in the MediCal billing process.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's degree, including all courses needed to meet credential requirements. Major in public health or related fields, or possession of a Public Health Certificate is desirable.
- Clinical nursing experience, successful public health nursing experience and/or pediatric nursing experience; Teaching experience desirable.
- Bilingual (Spanish) preferred

QUALIFICATIONS:

Knowledge of:

- Federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility for regular and special education
- Professional and ethical standards and practices
- School nursing principles, practices, methods and strategies

- Physical assessment skills
- Public and private health and human resources
- Communicable disease principles, practices, methods and strategies
- Counseling principles and practices
- Case management principles and practices
- Basic computer skills; including email, word processing and accessing the internet

Ability to:

- Organize, prioritize and deliver a health service program
- Ability to work with diverse groups of students including students with special needs
- Express ideas and concepts clearly and concisely both orally and in written form
- 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
- Establish and maintain cooperative working relationships with students, teachers' staff and parents
- Make decisions in an objective, rational and competent manner
- Maintain and improve professional skills and knowledge
- Be flexible and receptive to change

Licenses and Certificates:

- Possession and Maintenance of a School Nurse Services Credential
 - Possession and Maintenance of a valid Registered Nurse license by the State of California
 - Certification in Audiometry and Audiology is required

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by the Sonoma County Office of Education, prior to employment.
- Must provide proof of TB test will be required upon employment.
- Must pass a pre-employment physical.
- Must obtain first aid and CPR certificates within the first 3 months of employment.
- Must complete all mandatory training within the first 30 days of employment

Must possess and maintain a valid California driver license

WORKING CONDITIONS:

- Walking on uneven ground when outdoors
- Exposure to student illness, injuries, infections and bodily fluids
- May be exposed to chemicals contained in cleaning products
- May be required to maneuver into awkward positions
- Expected to drive between several sites during the school day

Physical Abilities: (with or without the use of aids; consideration will be given to reasonable accommodation)

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up and in excess of 25 pounds. Specific

vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.