

SCHOOL NURSE

DEFINITION

Under direction, provides school health and nursing services to students, staff, and parents in the County Office of Education (Office) and district programs; monitors and train staffs on healthcare procedures; conducts physical examinations; refers students, parents or guardians to appropriate community resources; collaborates and participates in health related Individual Educational Program (IEP) meetings for the assessment and placement of special education students; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to instructional assistants.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in providing health and nursing services to students, staff, and parents. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares and participates in the assessment of the health and developmental status of students; develops health care plans for students as needed.
- Participates as a member of IEP teams; participates in the development of IEP goals for students as assigned; observes and assesses student progress; prepares reports as necessary.
- Conducts physical examinations to assess students' physical condition and health in such areas as hearing, vision, scoliosis screenings and others as well as referral and follow-up.
- Obtains, maintains, and updates students' current doctors' orders and other health records and provides information for developmental reports; prepares and maintains various health and other related files, records, and reports according to established procedures; assures compliance with State mandates related to health care.
- Consults with parents, health care providers, interdisciplinary team members and involved agency staff in the management of a student's health care and social needs.
- Examines students for illness, injury and medical emergency; acts as a consultant in incident(s) of student illness or injury; administers first aid as necessary; documents and reports unusual or critical cases to appropriate authorities.
- Assists in the management of behavioral emergencies; supports teams in responses to crises; debriefs with staff and assists with amendments to the behavior intervention plan as needed.
- Collaborates with classroom teachers in planning the work of instructional assistant(s) related to student need; monitors and trains instructional assistants in specialized physical health care procedures; teaches a variety of health-related topics on a one-to-one or group basis.

- Provides health information and services to staff, parents and students regarding such issues as medications and health care procedures; conducts parent conferences and counseling related to health issues as necessary.
- Provides information in person or on the telephone to school site personnel within the County; communicates with various physicians, specialists, physical therapists and health service agencies.
- Refers students, parents or guardians to appropriate community resources for recommended health service programs.
- Provides in-service training to Office personnel regarding communicable diseases and other health concerns; recommends or provide appropriate interventions in the event of a case(s) of communicable disease.
- Assists in identification of safety and health hazards on school sites.
- Assists in the development and implementation of preventative maintenance programs in the area of health services.
- Requisitions, stocks, and inventories medical, first aid and office supplies as necessary.
- Maintains strict student and parent confidentiality.
- Attends and participates in a variety of meetings, committees, conferences, in-services and/or special events.
- Stays current with methodology, technology, issues, laws and regulations, and best practices regarding nursing services and health issues related to children with exceptional needs.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to a bachelor's degree from an accredited college or university.

Licenses and Certifications:

- Possession of a valid Registered Nurse license issued by the State of California Board of Registered Nursing.
- Possession of a valid California School Nurse Services Credential.
- This position may require employees to travel; employees must be able get themselves to different locations during their workday and will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation.

Knowledge of:

- Professional and ethical nursing standards and practices.
- State school health mandates, specialized physical health care guidelines, and medical emergency skills.
- Communicable disease principles, practices, methods and strategies.
- IEP procedures and requirements.
- Medication effects and proper administration procedures.
- Genetic and environmental disorders which effect cognitive, motor, visual, and auditory development.
- Current medical terminology, equipment and techniques.
- Accepted testing techniques for hearing, vision and scoliosis and other screenings; counseling techniques for conveying assessment results to staff and family members.

- Impact of health-related issues on educational performance and family interactions.
- Availability and utilization of inter-agency and community resources.
- Principles of providing functional direction and training.
- Safety principles and practices including crisis de-escalation strategies, conflict resolution and other Positive Behavioral Intervention Supports.
- Applicable federal, state, and local laws, codes, policies, and procedures relevant to the area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement assigned components of IEPs and effective health maintenance plans for students.
- Train and provide health information to parents, students and staff.
- Prepare and deliver oral presentations regarding health and safety issues and communicable diseases.
- Identify various health needs, and unusual and critical cases such as child abuse and recommend appropriate action.
- Maintain records and prepare comprehensive reports according to established Office rules, regulations and mandates.
- Screen students for vision, hearing, scoliosis and other problems using a variety of specialized health service office equipment including stethoscopes, electronic thermometers, scoliometers, ophthalmoscopes, and otoscopes.
- Provide consultation and technical expertise concerning student health programs and services.
- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and classroom equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office, classroom, and outdoor environment with moderate to loud noise levels, cold and/or hot temperatures, and exposure to blood and body fluids while providing personal assistance to student(s) with daily activities and rendering First Aid and CPR. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.