SEQUOIA UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE	**District Nurse**
ADMINISTRATIVE RELATIONSHIP	The District Nurse is under the direction of the Assistant Superintendent of Student Services or designee.
CLASSIFICATION	Certificated
REQUIREMENTS	**Experience**: Minimum one (1) year of progressive experience working in nursing and health services; school health experience preferred. **Education**: Bachelor's Degree (Science) **Certification**: Valid California Preliminary or Clear Credential in School Health Services. Current BLS for healthcare providers. School Audiometry Certificate preferred (or obtain within the first year). **License**: Current California Registered Nursing License in good standing. Possession of a valid California driver's license.
SALARY SCHEDULE	Certificated Schedule
WORK YEAR/HOURS	187 Days
LOCATION	Various
BOARD APPROVAL	November 13, 2024

BASIC FUNCTION

Under the direction of the Assistant Superintendent or designee, in planning, coordinating, organizing, carrying out, and assessing the District's Health Services Department to provide timely delivery of high-quality services to students, sites, and departments. In conformance with the district's philosophy, goals and objectives, health services are to promote the learning of youth by providing ongoing health appraisal services to children, parents and school personnel.

DISTINGUISHING CHARACTERISTICS

Character, integrity, competence, teamwork, the interpersonal skills to relate effectively with a racially and ethnically diverse community, and the ability to collaborate effectively with a broad range of community groups and organizations.

ESSENTIAL FUNCTIONS

- Develops goals and objectives in the area of health and health education which are consistent with the established district goals and objectives.
- Works cooperatively with principals and other district administrators and supervisors in planning and implementing the health programs of the schools.
- Maintains a behavioral climate in health rooms and school surroundings conducive to health and health education.
- Conducts health appraisals to evaluate the health and development status of pupils in order to make a nursing diagnosis and establish a priority for action.
- Assists the District in the management of employee health mandates and concerns related to communicable diseases and interprets test results; refers out and notifies county health as necessary
- Communicates and serves as a consultant for parents, school personnel, and pupils in regard to the health needs of pupils and continues this communication to determine if necessary follow-up is completed.
- Assists persons responsible for the pupil's health to locate appropriate community resources.
- Communicates with school administrators and staff members regarding health conditions that might require special consideration or arrangements for the student while on campus.
- Communicates with parents the results of health screening and examinations; refers to appropriate agencies as appropriate
- Responsible for the treatment and/or referral of students as a result of illness, injury, seizure, or medical problems occurring at school injunction with ancillary staff
- Provides in-service/workshops on first aid, CPR, and health curriculum. May provide education to classes upon request of teacher or site administrator.
- Provides initial and annual training to staff members including but not limited to administration of epi-pen, gastrostomy tube feeding, seizure medication, diabetic care, emergency care, and any needs specific to daily student care.
- Administers medications and is responsible, when appropriate, for training unlicensed staff in medication administration, scheduled and emergency.
- After training, coordinates and conducts mandated vision and hearing screening, including referrals and follow-up.
- Assists in the management of prevention and control of communicable diseases in the school population in accordance with state and local regulations.
- Serves as a team member and resource person to teachers, staff, and pupils in the development of comprehensive health services.
- Adhere to California School Nurses Organization Health Services Role Differentiation in the Educational Setting
- Works with community agencies with regard to school health programs and services.
- Collaborate with external agencies, state, and community organizations to promote participation in the school's health programs and services
- Create health summaries for initial and triennial Individual Education Plans (IEPs)

- Contribute to the creation and implementation of 504 plans as needed
- Attend and participate in 504 and IEP team meetings as needed.
- Interpret medical records and communicate with medical providers and health-related agencies, and update student records as appropriate
- Review immunization records and interpret as necessary
- Refer to CAIR for any outstanding immunization
- Provides, creates, and implements individual and group staff training for Unlicensed Assistive Personnel (UAP), and other staff as appropriate
- Participate in and attend appropriate meetings involving administration, psychologists, paraprofessionals, District meetings, and other school staff

KNOWLEDGE OF:

- Standards of child growth and development including normal and atypical child development
- State school health mandates including specialized physical health care guidance, medical emergency skills, and the use of a transdisciplinary team approach
- IEP process and law as it relates to education
- Policies and procedures concerning communicable diseases.
- Family Life, First Aid, and Comprehensive Health curriculums.
- Laws, rules, policies, and regulations regarding the provision of health services.
- Availability and utilization of community resources.

ABILITY TO:

- Demonstrate effective interpersonal skills, teamwork, responsibility, adaptability, initiative, independence, technological competence, advocacy skills, respect for diversity, and a commitment to equity.
- Support student IEP or 504 goals.
- Participate in district professional development training, attend regularly scheduled meetings, and facilitate presentations of professional development workshops as requested by site or district teams
- Maintain complete and accurate records and statistics and develop meaningful reports from that information
- Effectively express ideas orally and in writing
- Make oral presentations
- Establish and maintain effective working relationships and effectively work as part of a team.
- Gather, collate, interpret, and analyze data
- Work independently with little to no supervision
- Analyze issues and create and implement action plans
- Work with diverse individuals and/or groups
- Problem-solve, maintain confidentiality, set priorities, and meet deadlines and schedules

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Work at a desk, conference table, or in meetings of various configurations
- Occasionally lift 40 or more pounds with or without assistance.
- Move around for extended periods of time.
- Ability to review laws and codes, rules and policies, and other printed matters.
- Understand speech at conversational levels.
- Read a variety of materials and computer screens, and prepare/process documents.
- Operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Bend, twist, stoop, and reach

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions in the work environment.

ENVIRONMENT:
Office and school environment.
Travel to various locations.

HAZARDS:
Inclement weather