

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: District Nurse

PRIMARY FUNCTION:

Under the direction of the Director, Social Emotional Support, the District Nurse will assist in providing a health services program for all schools in the District related to evaluation, improvement, and protection of the health of pupil and school personnel in accordance with State Law and district policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitor, provide, and evaluate all health screenings; conduct vision, hearing, and scoliosis screenings and make recommendations and monitors 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, RNconvulsive disorders, cardiac problems, orthopedic handicaps, etc.; give emergency care in event of accidents.
- 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 site level Principals in identifying Health Clerk responsibilities.
- Assist site level Health Clerks 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 District Health Clerks.
- 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.
- Conducts, 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 professional competence through participation in in-service educator activities provided by the district and/or self-selected professional growth activities; attend county health services staff meetings; participate in District meetings and committees; participate cooperatively with administrator to develop and accomplish annual goals and objectives.

- Maintain District standards including sharing in the responsibility of school programs; fulfill responsibilities and duties in a timely and efficient manner; promote a professional image; maintain confidentiality; comply with all federal state, district and school regulations, policies and procedures, and District curriculum and content standards; accept supervision and direction.
- Utilize technology as a means for various types of communications and record keeping.
- Monitors the Health Services budget.
- Participate in the MediCal billing process.
- Perform other duties as assigned.

DIRECTLY RESPONSIBLE TO: Director, Social Emotional Support

MINIMUM QUALIFICATIONS:

Credential:

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,
Possession and Maintenance of CPR and First Aide certification, and
Possession and Maintenance of a valid California Driver's License.

Education:

Bachelor's degree, including all courses needed to meet credential requirements. Major in public health or related field, or possession of a Public Health Certificate is desirable.

Experience:

Clinical nursing experience, successful public health nursing experience and/or pediatric nursing experience; Teaching experience desirable.

Physical Demands:

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.

Personal Qualities:

Appearance, grooming, and personality which established a desirable example for pupils. Ability to meet District standards for physical or mental health. Above average recommendations from supervisors or other professional who have observed the personal characteristics, scholastic attainment, and performance of the nurse, including the qualities listed below:

- Self-starter
- Ability to lead
- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills

- Good organizational skills
- Commitment to professional courtesy
- Commitment to high standards
- Commitment to professional responsibility
- High intrinsic motivation