



## SCHOOL NURSE

### DIRECTLY RESPONSIBLE TO

Director II, Special Education and Pupil Services

### PRIMARY FUNCTION

Organize, implement and evaluate the health service program to strengthen the educational process through improvement of the health status of children. The Nurse shall work with other District employees and parents in creating an overall work environment conducive to learning.

#### Professional Responsibilities

In order to support and promote educational success of the “whole child”, the credentialed school nurse provides the following services:

- Maintain and compile health reports and statistical information as required by the state and District
- Maintain understanding of current educational trends and developments through professional literature, site and District meetings and professional conferences
- Meet obligations as specified by the Education Code and Board Policy
- Meet professional and education standards required of all District nurses
- Work with parents and medical care providers to develop Individual Health Care Plans for District students with special health needs
- Travel daily to assigned sites as necessary

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Nursing

- Provide training to health aide, office manager and office assistant on health office procedures/protocols
- Supervise and/or administer medication as needed to children with diabetes and provide ongoing monitoring of blood sugar levels to ensure the health and safety of these students
- Train, oversee and monitor designated staff in the administration of all medication
- Train designated staff, on an ongoing basis, and monitor all Specialized Health Care Procedures (SHCP)
- Oversee District health records on all students
- Assess and evaluate the health and development status of selected students through nursing diagnosis and the use of appropriate evaluation techniques
- Communicate with parents/guardians/physicians through a variety of means to report and interpret health problems of students and refer students to appropriate health resources
- Counsel students/parents/staff regarding students' health problems
- Develop and maintain relationships with community agencies to assist families in meeting the health needs of students
- Oversee communicable disease control and assist in the enforcement of District policy concerning communicable diseases
- Complete annual hearing, vision and scoliosis screenings (as needed) and provide reports as required
- Coordinate student health information for transitioning students (school to school) to ensure continuity of health care and academic growth
- Serve as on call nurse for all sites daily
- Serve as resource at Student Study Teams and IEP meetings to assist in meeting student health needs

#### Other Duties and Responsibilities

Under the direction of his/her supervisor, the District Nurse may be assigned to:

- Cooperate with District offices in distributing and collecting paperwork, e.g. referral forms, surveys, to facilitate communication and adhere to regulations and policies
- Participate in material selection and curriculum development programs within the scope of assignment
- Participate in school, District and community related activities such as health fairs, wellness activities, and BTSA Seminars
- Train and support Special Education Classroom Assistants on Specialized Health Care Procedures

## JOB REQUIREMENTS

- Must have, or be eligible for and willing to obtain, a School Nurse Services Credential (requirements for a School Nurse Services Credential are a bachelor's degree and a Registered Nurse license)
- Must have or be willing to obtain Audiometry Certificate
- Oral and written communication skills
- Interpersonal skills, including tact, patience and courtesy
- Establish and maintain cooperative and effective working relationships with the public, administration, pupil and fellow employees
- Maintain confidentiality and use discretion
- Possession of a valid California driver's license and automobile insurance

## WORKING CONDITIONS

### ENVIRONMENT:

- Indoor and outdoor work environment

### PHYSICAL ABILITIES:

- Bending at the waist, kneeling or crouching to assist students
- Lifting to assist students; lifting to move equipment and materials
- Sitting or standing for extended periods of time
- Walking extended lengths to move around offices, campuses and community

### HAZARDS:

- Potential exposure to communicable diseases and contact with blood and other body fluids

## SALARY

In accordance with Certificated Student Service Providers' Salary Schedule.