# CERES UNIFIED SCHOOL DISTRICT
## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Title:</th>
<th>School Nurse</th>
<th>Reports To:</th>
<th>Director/Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary:</td>
<td>Certificated Salary Schedule</td>
<td>Classification:</td>
<td>Certificated</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Exempt (salaried)</td>
<td>Work Year:</td>
<td>187 days or as specified in the Collective Bargaining Agreement</td>
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<tr>
<td>Board Ratified:</td>
<td>2/7/19</td>
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### BASIC FUNCTION:

Conduct a health services program at one or more elementary and secondary schools for the evaluation, improvement, and protection of the health of pupils and school personnel in accordance with State Law and District policies and procedures.

### REPRESENTATIVE DUTIES:

- Conducts medical case finding, screening, and referral activities related to health defects of selected pupils
- Refers parents of pupils needing medical care or welfare assistance to appropriate private or community resources
- Provides health counseling services for parents/guardians, students, and school personnel
- Maintains a health record for each pupil
- Conducts a program to control communicable diseases in the school and community
- Serves as a health education resource person to staff and pupils
- Assists in identification of safety and health hazards on school sites
- Informs teachers of physical or health liabilities of pupils at school
- Serves as resource person for emergency services for ill or injured pupils at school
- Notifies parents of pupils about illnesses, physical defects, accidents, and potential health problems and provides health counseling, directed toward pursuit of appropriate action
- Assists with verification of selected pupil absences
- Develops individualized health service plans as appropriate for students with special needs
- Supervises specialized health care procedures provided by staff. Provides training to staff as appropriate
- Makes up and distributes first-aid kits to classrooms. Conducts periodic inventory of first aid supplies at each school
- Serves as a resource person for health, safety, and first aid education for students and staff. Teams with the classroom teacher to present growth and development and HIV/AIDS education at appropriate grade levels
- Assists medical personnel in physical examination and immunization programs when conducted at school
- Serves as a member of the Individual Education Planning Team and Student Study Team as requested. Completes health histories for students entering special education programs and at three year reviews
- Serves as SARB as assigned
- Other duties as assigned

### KNOWLEDGE AND ABILITIES:

**Knowledge and application of:** Standard of Practice, First aid, CPR, communicable diseases, and safety practices.

**Ability to:**

- Communicate health concerns to parents
- Implement safety plans
- Organize school health screening/testing program
• Assess and diagnose health and accident incidents
• Work effectively with a wide variety of organizations and with people of all socioeconomic and cultural backgrounds
• Understand, implement, and give complex oral and written directions in English
• Maintain cooperative relationships with those contacted in the course of work
• Compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling
• Manage a positive, healthful school environment

CREDENTIALS, EDUCATION AND EXPERIENCE:

Credentials: Valid California Health and Development Credential or Designated Services Credential in Health, license to practice nursing in California, valid California Driver's License and maintain insurability

Education: Bachelor of Arts degree from an accredited college or university

Experience: Successful nursing experience in hospital, doctor's office or clinic or community health agency. Related experience in a school setting is 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.

The employee is regularly required to use hands to handle, or feel objects, tools, or controls, talk, and hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds individually or with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.