



## CERTIFICATED JOB DESCRIPTION

### DISTRICT NURSE

**General Definition:**

The nurse will plan, carry out, and evaluate health services and health education activities as appropriate.

**Employment Term:**

Annual certificated contract days plus 10 extra days, as per collective bargaining unit agreement.

**Salary:**

Appropriate placement on the certificated salary schedule with nursing stipend of \$500.

**Supervision From:**

Superintendent/Designee

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

Baccalaureate or higher degree with an academic major and professional preparation program.

**Certificates and Licenses:**

Current valid California credential authorizing service as a school nurse. Valid California registered nurse license. Possess a valid First Aid Card and CPR certificate. Valid California driver's license and evidence of insurance, TB, and criminal justice fingerprint clearance.

**Duties and Responsibilities:**

*Health services are to promote the educability of youth by providing consultative and health appraisal service to students, parents, and school personnel. To accomplish these goals and objectives, the nurse:*

1. In consultation with administration, the County Office of Education and Nevada County Public Health, plans and develops the school health program.
2. Conducts health appraisals, utilizing physical examination, observation and interviewing techniques as well as analysis of records, to evaluate the health and developmental status of the pupil in order to identify health needs that interfere with effective learning.
3. Interprets to school personnel, parents and student results of examinations and screening tests when necessary.
4. Communicates with and serves as a consultant to parents, school personnel and pupils in regards to the health needs of pupils and continues this communication to determine if necessary follow-up is completed.
5. Assists person responsible for the pupil's health to locate and utilize appropriate community resources.

6. Communicates with superintendent, principals and teachers regarding health conditions which might require special consideration or arrangements for the students while in class.
7. Uses available resources as a means of direct and indirect health education.
8. Helps to prevent and control disease.
9. Participates in planning the implementation of proper emergency care and first-aid for sudden illness or accident and gives first-aid and emergency care when available. Exercises judgment regarding the disposition of persons who become ill and who are injured at school.
10. Plans and coordinates the work of para-professionals, parents and volunteers as assigned.
11. Offers advisory assistance and/or leadership in planning, promoting, and evaluating the health education program and is available to teachers as resource person in all phases of the health education program.
12. Keeps accurate records and makes available information for inclusion in the cumulative records of the pupils. Executes and prepares forms, records and reports as may be called for in the management of the school health program at the school district.
13. Exercises supervision and care over equipment and supplies entrusted to his/her care relating to the health program, and instructs persons in the proper use and preservation of school properties.
14. Attends meetings called by order of the superintendent, principal, program directors, or other administrators authorized to call meetings in accordance with the collective bargaining agreement.
15. Completes a health and development history and health appraisal (including hearing and vision screening) on each pupil enrolled in or referred for assessment for the special education program.
16. Serves as requested on school committees, project teams and IEP teams in accordance with collective bargaining unit agreement.
17. Attends and participates in professional development activities and works with the program director in planning his/her own inservice program.
18. Assists in interpreting the health program and implementing federal, state and district laws, policies and guidelines.
19. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
20. Other related duties as assigned.

**Physical Requirements:**

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 frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 40 lb. such as boxes of supplies. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

**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 moderate to loud.