

SCHOOL NURSE

PRIMARY FUNCTION:

The position of School Nurse, under the supervision of the Director of Student Services and/or designee, performs all duties and responsibilities related to preventive health, health assessment, and referral procedures for students; strengthens and facilitates the educational process by protecting the health status of students and by identification and assistance in the removal or modification of health related barriers to learning in individual students.

DIRECTLY RESPONSIBLE TO: Director of Student Services and/or designee

ASSIGNED RESPONSIBILITIES:

1. Provides leadership in the development of the school health program; assists in promoting a healthy and safe school environment.
2. Plans, coordinates, monitors and/or performs state mandated vision screening, hearing screening, scoliosis screening, and follow-up; completes required annual state reports and mandated cost reimbursement forms.
3. Implements state policies concerning the administration of medication.
4. Participates in the evaluation and placement of pupils recommended for special education programs; completes developmental history reports and serves as a member of the IEP team.
5. Informs teachers, administrators and counselors of physical or health liabilities of students; trains, supports and informs teachers, administrators, counselors and support staff on the procedures and protocols necessary to support students with health liabilities.
6. Counsels with students and parents regarding health needs; assists in the referrals of students to private physicians and/or community agencies as necessary.
7. Performs professional nursing duties necessary to prevent and control communicable diseases in the schools and community

8. Interprets immunization regulations, monitors compliance, and completes required state and county immunization reports.
9. Participates in major emergency care of pupils; assists in completing accident reports.
10. Report, file, monitor, and maintain complete and current health records for assigned students; maintain confidentiality of health records.
11. Assists in the identification of pupils who need designated instructional services or specialized physical health care services and health nursing (DIS/HN); provides direct health service training to assigned staff and/or provides counseling appropriate to meet the individualized need of DIS/HN students.
12. Maintains and promotes effective communication between parents, private physicians and agencies regarding the health and social needs of students.
13. Serves as a resource/health consultant to students and staff.
14. Assumes the responsibility for continuous personal professional development and contributes to the professional development of others.
15. Provides and maintains a safe, clean, organized and efficient health office.
16. Develops plans for eliminating, minimizing, or accepting health problems of the students which interfere with effective learning.
17. Assists with verification of selected student absences by home or telephone contact with parents.
18. Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Knowledge of:**
 - a. Federal, State, and District policies, guidelines and procedures related to public school nurse and health services.
 - b. Trained in current school nurse and health services, research and trends.
 - c. Experience with data collection and analysis.
 - d. Skilled in health services and delivery techniques.

- **Ability to:**

- a. Analyze problems, identify potential solutions and make appropriate and effective decisions.
- b. Communicate effectively both orally and in writing.
- c. Maintain confidentiality.
- d. Interpret, apply and explain rules, regulations, policies and procedures.
- e. Work in a diverse socio-economic and multicultural community.
- f. Operate a computer and job-related equipment.
- g. Maintain consistent, punctual and regular attendance.
- h. Work independently with little direction
- i. Meet schedules and time lines.

- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

- **Physical:**

- a. Ability to push, pull, and transport instructional and/or presentation materials.
- b. Ability to communicate so others will be able to clearly understand a normal conversation.
- c. Ability to understand speech at normal levels.
- d. Ability to bend, twist, stoop and reach.
- e. Ability to drive a personal vehicle to conduct business.

- **Mental:**

- a. Ability to organize and coordinate schedules
- b. Ability to analyze and interpret data

- c. Problem solving
- d. Ability to communicate with the public
- e. Ability to read, analyze and interpret printed matter and computer screens
- f. Ability to create written communication so others will be able to clearly understand the written communication
- g. Ability to communicate so others will be able to clearly understand a normal conversation.
- h. Ability to understand speech at normal levels.
- **Environment:**
 - a. Indoor – frequently
 - b. Outdoor – occasionally
 - c. Ability to work at a desk and in meetings of various configurations.

EDUCATION AND EXPERIENCE:

- a. Bachelor’s degree or higher
- b. Registered Nurse with current California license
- c. Appropriate and valid California credential as a School Nurse
- d. Must possess a valid driver’s license

OVERTIME STATUS: Eligible

BARGAINING UNIT STATUS: Palm Springs Teachers Association

TERMS OF EMPLOYMENT: Salary and work year governed by the Collective Bargaining Agreement with Palm Springs Unified School District Teachers Association

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement with the Palm Springs Teachers Association and the Palm Springs Unified School District and the Board Policy on Evaluation of Certificated Personnel.

**Regulation
Approved:**