

**Plumas Unified School District
Plumas County Office of Education**

Certificated Position Description

Title:	School Nurse
Salary Range:	Certificated Salary Schedule
FLSA	Exempt
Board Approval Date:	10/10/12

Definition:

Under the supervision of the Director of Educational Services, and within the parameters of the collective bargaining agreement, provides a comprehensive health service program at each school site for the evaluation, improvement and protection of the health of pupils and school personnel.

Essential Functions:

1. Addresses health-related needs of students.
2. Provides state-mandated health screenings to students.
3. Collaborates and coordinates with school and district staff to provide a comprehensive school health program.
4. Assures maintenance of accurate student health records.
5. Participates effectively in multidisciplinary teams.
6. Provides health-related training to staff.
7. Plans and provides direct health instruction to students as mandated by the Governing Board.
8. Assists and supports other staff to provide health instruction to students.

Associated Functions:

1. Actively participate in site and program evaluation and improvement activities in the school and district.
2. Participate in district meetings called by district level administrators.
3. Maintain professional competence through participation in inservice education activities provided by the district and/or self-selected professional growth activities.
4. Maintain productive relationships with students, staff, parents, and the community.
5. Communicate with parents and other school staff through a variety of means: written notes and email, conduct conferences, and telephone contacts.
6. Provide student and family counseling and crisis intervention as needed.

Minimum Qualifications:

Possession of:

- Valid California Registered Nurses License.
- Valid California School Nurse Credential

- Certified Instructor in CPR and First Aid.

Knowledge of:

- Principles, methods techniques, strategies, and trends in educational health services;
- Applicable health appraisal methods, techniques, and procedures;
- Social service and health service agencies in the local area;
- Social, emotional, and behavioral characteristics of student clients;
- Health services program evaluation and research techniques, strategies and procedures;
- Appropriate curriculum and instructional programs pertaining to student health education.

Ability to:

- Assist students in effectively dealing with health issues, problems, and concerns;
- Effectively work with site and District personnel, parents, social service, and youth service agencies in resolving student health problems and concerns;
- Effectively participate in planning and implementation of health instructional processes;
- Communicate effectively in oral and written form, and as required by the assignment,
- Understand and carry out oral and written directions with minimal supervision.
- Establish and maintain effective organizational, public, and community relationships.
- Travel between school sites and the district office.

Working Conditions:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent talking in person and on the phone, and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under some temperature extremes and some hazardous conditions. Significant exposure to ill or injured students.

Education and Experience:

- Bachelor of Science Degree (RN)