

# SCOTT'S VALLEY UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### ASSIGNMENT

Title and Classification	<b>DISTRICT NURSE</b>
Department/Office	District/School Sites
Terms of Employment	186 Days per Year (Includes two professional development days)
Supervisor	Superintendent or Designee
Salary	Certificated Salary Schedule

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*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.*

### **GENERAL DESCRIPTION**

Coordinates district health service programs under the direction of the District Superintendent or designee. The role of the District Nurse is to support student and staff well-being with the goal of promoting academic success for all students within a safe and healthful school environment. All duties performed are carried out in accordance with state law, nursing practice standards, and school district policies and procedures.

### **DUTIES AND RESPONSIBILITIES**

- Conducts annual mandated hearing, vision and scoliosis health-screenings, referral and follow-up
- Develops individualized health care plans for students with chronic illness/disability
- Coordinates school communicable disease programs in collaboration with Health Services Agency
- Oversees and trains office staff in immunization, dental, and health-exam school entry requirements
- Manages and trains staff in administration of medications in the school setting, including emergency medications
- Administers first aid and trains office staff in first aid procedures
- Serves IEP, 504 and Student Study teams to secure and interpret medical records and respond to health concerns as needed
- Trains staff in any specialized physical health care procedures as needed
- Provides annual Bloodborne Pathogens training to new employees and high risk employees; coordinates staff CPR and first aid
- Refers families to outside resources; collaborates with parents, doctors, teachers, school specialists, and community agencies to promote optimal student access to health and learning
- Pursues continuing self-education and professional development
- Provides health counseling to students with physical, mental or social deficits; coordinates with school administration as part of a school site team

- Serves as member of School Wellness Committee
- Coordinates implementation of the bi-annual California Healthy Kids Survey
- Coordinates district Safe and Drug-Free School and Communities program and Tobacco Use Prevention Education program
- Supports schools in disaster planning
- Serves as member of the County School Nurse Alliance and attends monthly meetings
- Oversees documentation, maintenance, and confidentiality of student health records
- Investigates cases with high rates of absence; makes home visits as needed
- Supports district Home and Hospital Program
- Other duties as assigned to meet program goals

**EDUCATION AND QUALIFICATIONS:**

- Bachelor's degree in nursing or related field
- Valid Health Services credential
- Public Health Nurse Certification
- Current California Registered Nursing License
- California School Audiometric Certificate
- Current CPR certificate

**PHYSICAL DEMANDS:**

These physical characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Lift, carry, push or pull items with a strength factor of up to 40 pounds
- Hear and speak in audible tones to exchange information
- Have mobility sufficient to move about, stand, and/or sit for extended periods, and access all locations in the work environment
- Have flexibility and strength to reach with hands and arms, reach above shoulder level as necessary and, be able to bend and stoop
- Have manual dexterity to appropriately control and manipulate objects, materials, and equipment used on the job, including telephone and computer
- Ability to drive to all district facilities and necessary meetings and conferences

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in the work environment.

It is the policy of Scotts Valley Unified School District to provide equal opportunity for all individuals in education and employment. District programs and activities shall be free from discrimination, harassment, intimidation and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 220, Board Policy 4033, Penal Code or Government Code.

Revised: 5/20/10

Revised: 5/26/08

Revised: 3/1/21 - Phys Ab & Discrimination Clause