

Position Description

Position: Nurse	Board Approved: 8/5/08
Salary Grade: Certificated Salary Schedule 2	FLSA: Exempt

Summary

The District Nurse shall work directly under the supervision of the Coordinator of Student Health, Wellness and Prevention and will adhere to applicable laws, rules and regulations of the state, county and school district governing board.

Essential Duties and Responsibilities

- Conducts medical assessments, screening and referral activities related to the health of the pupils.
- Assists in referring parents of pupils needing medical care and to appropriate private or community resources.
- Conducts a program directed toward the control of 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.
- Provides health counseling services for parents, students and school personnel.
- Maintains a health record for each pupil as needed.
- Informs teachers of physical or health liabilities of pupils at school.
- Creates and maintains Individualized Health Care and Student Emergency Plans as needed.
- Provides emergency nursing services or phone triage to school staff for ill or injured pupils.
- Notifies parents of pupils about illnesses, physical defects and potential health problems and provides health counseling toward pursuit of appropriate action.
- Serves as part of the Special Education team, makes home visits, obtains health histories, administers vision and hearing screening and informs team in written report.
- Assists the home-school liaison staff in meeting the objectives of the District's Student Services team.
- Attends meetings as required.
- Shall perform all health related, state mandated duties and provide reports on same as required.
- Shall exercise independent judgment in recommending the hiring, transfer, promotion, reward, discipline or assignment of work to appropriate health services employees.
- Shall supervise and train appropriate employees in the delivery of health services.
- Shall be familiar with and exercise the District evaluation procedures as they pertain to assigned personnel.
- Perform other duties as assigned in related areas.

Qualifications

▪ **Physical Abilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.

- Stand or walk.
- Bend at the waist, kneel or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.
- Climb a stool/ladder.

▪ **Education and Experience**

- Bachelor of Science in Nursing preferred
- School nurse experience preferred
- Appropriate credential for the position
- Public Health Nurse Certificate
- School Nurse Services Credential
- School Audiometric Certificate

▪ **Licenses and Certificates**

A valid California Driver's License. California Registered Nurse (RN) License. Current CPR Certification. Willingness to update skills and knowledge commensurate with the demands of this position.

▪ **Working Conditions**

Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- This position will include office and school environments.

Hazards

None identified.