

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title:	School Nurse
Salary:	Certificated Specialized Salary Schedule
Reports to:	Director of Special Services
Calendar:	Certificated Base/New

SUMMARY:

Under the direction of the Director of Special Education, provide health and nursing services to District students; promote health and prevention education and safety; refer students, parents or guardians to appropriate community resources for recommended health service programs; participate in health related Individual Educational Program (IEP), 504 & SST meetings for the assessment and Program placement of Special Education students as required.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Provide health and nursing services to students at various District school sites; identify, assess, plan, intervene, and evaluate student health concerns; assure compliance with established laws, codes, regulations, policies and procedures.
2. Conduct/Supervise required health screening for vision, hearing, scoliosis and others; conduct overall health/development evaluations and make referrals as needed;
3. Interpret health and development assessments to parents, teachers, administrators, and other professionals directly involved with the student.
4. Consult with parents, guardians, students and school staff regarding health related attendance problems.
5. Promote health and prevention education and safety including chronic disease management and education; conduct staff education and in-service training meetings related to specialized health conditions, procedures, medications and others.
6. Participate in health-related IEP 504 & SST meetings for the assessment and placement of students as assigned; develop and implement individualized health care plans as necessary.
7. Serve as school, community and health care provider liaison; assist families and students in identifying and accessing appropriate community resources for recommended health service programs.
8. Perform specialized health care activities including the administration of medication, catheters, ventilators, tracheotomies; monitor student side effects and notify appropriate personnel and agencies as required.
9. Serve as the health resource for the District; provide consultation and assist school and District staff, students, and families with communicable disease control, first aid, student health assessments, school site health and safety assessment, healthcare guideline, child abuse concerns and reporting requirements.
10. Operate and maintain a variety of specialized medical equipment and instruments; assure proper working condition of equipment; operate a computer,

- assigned software and standard office equipment; drive a vehicle to various sites to conduct work.
11. Communicate with parents, students, personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
 12. Prepare and maintain a variety of State and other reports as required including immunizations, physicals, health status, hearing, vision and others; prepare Medical billings as assigned.
 13. Monitor and coordinate associated classified support staff members.
 14. Perform related duties as assigned

Professional Activities and Growth:

1. Maintain professional competence through participation in in-service education activities provided by the District and in self-selected professional growth activities.
2. Participate in school faculty meetings and committees.

QUALIFICATIONS

KNOWLEDGE OF:

1. State school health mandates including specialized physical healthcare guidelines and medical emergency skills.
2. Provides direct and indirect services to students to ensure their safety, comfort, personal hygiene and protection.
3. Disease prevention restorative measures.
4. Medication effects and proper administration procedures.
5. Proper operation of specialized health assessment instruments.
6. Modern medical terminology, equipment and techniques.
7. Accepted methods and principles of personal hygiene.
8. Diagnostic methods for medical conditions and diseases.
9. IEP process.
10. Accepted testing techniques for hearing, vision and scoliosis and other screenings.
11. Interpersonal skills using tact, patience and courtesy.
12. Oral and written communication skills.
13. Public health agencies and local health care resources.
14. Health and safety regulations.
15. Modern office practices, procedures and equipment.
16. Record-keeping techniques.
17. Operate a computer and assigned software.

ABILITY TO:

1. Communicate effectively and respectfully with staff, students and parents of diverse cultural and educational backgrounds.
2. Promote health and prevention education and safety.
3. Refer students, parents or guardians to appropriate community resources for recommended health service programs.
4. Screen students for vision, hearing, scoliosis and other problems.
5. Counsel and provide health-related information to parents of school-aged students.
6. Perform technical duties related to assigned components of the IEP.
7. Analyze situations accurately and adopt an effective course of action during routine and emergency situations.
8. Train and provide health information to parents, students and staff.
9. Prepare and deliver oral presentations regarding health and safety issues and communicable diseases.

10. Identify various health needs, and unusual and critical cases such as child abuse and recommend appropriate action.
11. Maintain records and prepare comprehensive reports.
12. Establish and maintain cooperative and effective working relationships with others.
13. Communicate effectively both orally and in writing.
14. Plan and organize work.
15. Interpret, apply and explain rules, regulations, policies and procedures.
16. Operate a computer and standard office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in nursing or closely related field.

LICENSES AND OTHER REQUIREMENTS:

1. Valid and appropriate School Nurse Services Credential.
2. Valid California registration as a Registered Nurse.
3. Valid First Aid and CPR certificates issued by an authorized agency.
4. Valid California driver's license.

DESIRABLE QUALIFICATIONS:

- Ability to speak a language in addition to English

PHYSICAL REQUIREMENTS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; Dexterity of hands and fingers to operate specialized medical equipment; vision sufficient to read printed materials, hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, climb and move in an emergency situation; physical mobility sufficient to move about the work environment (office, district), drive an automobile and respond to emergency situations; physical strength sufficient to lift 40 pounds alone and more with a two-person lift; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, unpleasant smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management

WORK ENVIRONMENT:

1. Indoor work environment.
2. Subject to emergency medical situations.
3. Driving a vehicle to conduct work.

HAZARDS:

4. Contact with blood and other body fluids.
5. Potential for contact with blood-borne pathogens and communicable diseases.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: 10/20/2016