

**POSITION: DISTRICT NURSE**

**DEFINITION:** Under the general supervision of deputy assistant superintendent and site principals, to assist the District in the administration of all health-related services including providing State-mandated health screenings and monitoring of immunization records and first grade physicals.

**ESSENTIAL JOB FUNCTIONS:**

1. Develops, supervises and conducts screening programs (vision, hearing, dental, TB skin testing) in State-mandated grades and is responsible for annual reports of hearing and vision testing.
2. Monitors immunization and first grade physical records to assure that pupils are in compliance with the law and is responsible for submitting appropriate reports.
3. Inspects pupils for health needs when referred by the classroom teacher and keeps in contact with teachers on any health conditions noted.
4. Interprets to the pupil, parent, and teacher the meanings of the health problems to secure understanding and cooperation.
5. Supervises the implementation of emergency procedures for pupil care in case of illness or accidents.
6. Monitors referrals of pupils to their family doctor or social agency for health needs of pupils.
7. Supervises recording of pupil health information on cumulative records.
8. Administers first aid when necessary.
9. Conducts staff in-service, upon request, in proper procedures for: observing pupils' health, recording of health information, weighing and measuring pupils, maintaining first aid kit, giving first aid and giving immediate care for acutely ill children.
10. Conducts in the classroom health education units as required to meet state mandates, programs, etc.

**NON ESSENTIAL JOB FUNCTIONS:**

1. Serves on Individual Education Plan (IEP) and 504 committee teams for pupils with exceptional needs and conducts health assessments as appropriate.
2. Performs related duties as assigned.
3. Performs any other reasonable and equitable school responsibilities requested by the Superintendent or Assistant Superintendent.
4. Supervises medication administration of pupils.

**KNOWLEDGE OF:**

1. State-mandated screening methods and programs for vision, hearing, dental, TB skin testing and other health

service requirement.

2. Immunization requirement as prerequisites to student enrollment.
3. Community resources for referral and treatment of certain health conditions that necessitate physician care.
4. Record-keeping and reporting requirements for elementary school health programs.
5. Effective in-service methods for teachers, parents and staff on important health issues.
6. First aid applications and techniques.

**ABILITY TO:**

1. Plan, organize, and evaluate the District health program.
2. Effectively communicate in writing in a clear and concise manner utilizing correct spelling, grammar, punctuation and syntax.
3. Supervise and provide input for evaluation of subordinates.
4. Analyze complex rules and regulations specific to health-related services.
5. Maintain a positive outlook toward the educational process, maintaining a positive, professional rapport with colleagues, co-workers, members of the community, parents and pupils.
6. Maintain suitable physical health and energy to fulfill professional responsibilities and to achieve performance objectives.
7. Use empathy and compassion in dealing with all pupils, recognizing, appreciating and taking into consideration cultural, social, ethnic, economic and other differences.
8. Make appropriate recommendations that have District-wide implications.
9. Plan, organize and maintain the purchase and distribution of health and first aid materials.
10. Maintain cooperative relationships with individuals contacted in the course of responsibilities.
11. Communicate in English and Spanish.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience that could likely provide the required knowledge, skills and abilities in qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Bachelor's Degree in Nursing or Health Education

Experience: 3 years successful experience as a school nurse.

Licenses or Certificate: RN registered in California.

Valid California School Nurse Services Credential.

Valid Audiometric Certification.

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