

Job Title: NURSE

Definition:

Under the general direction of the Director of Pupil Safety and Attendance, the school Nurse works to identify, maintain and improve the health status of students in order to maximize the learning capabilities of the individual child.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Communicate with students, families, caregivers and health care providers.
2. Interpret assessments and medical information to school staff working with the students.
3. Determine the appropriate level of care for students with specialized health care needs.
4. Administer medications, and train/supervise school staff in assisting students with routine and emergency medications.
5. Provide routine direct healthcare services to students.
6. Maintain, protect, and manage confidential electronic and written student health records.
7. Train, monitor and supervise health clerk regarding all health office protocols and procedures.
8. Consult by phone and direct actions of office staff/administrator regarding the appropriate treatment and disposition of severely ill or injured students.
9. Serve as a health education resource person to staff and students.
10. Conduct medical case findings, screenings, and referred activities related to health defects of selected students.
11. Provide CPR and first aid training for staff.
12. Conducts immunization programs, tuberculosis surveys and State mandated screenings for hearing, vision, color vision and scoliosis.
13. Assists with verification of selected student absences by home visit or telephone contact with parents.
14. Train designated personnel to assist with medically fragile students, i.e., CPR/First Aid, Epi-Pen, and Glucagon.
15. Assesses health status of individual students when referred by staff, student, or parent, or when the need is identified by the nurse.
16. Informs students and families about health care resources in the community and makes referrals as appropriate.
17. Consults with staff regarding individual student health conditions and makes recommendations as appropriate.
18. Works with individual students, their parents, and health care providers to develop individualized health care plans (IHP's) for students with health needs that must be addressed during school hours.
19. Attends Individual Education Plan (IEP) meetings and Students Study Team (SST) meetings.
20. Works with teachers to provide classroom instruction in the areas of adolescent growth and development and other topics as requested.

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21. Provides in-service to staff regarding communicable diseases, blood borne pathogens, universal precautions, etc.
22. Train other staff to provide emergency care for medical situations.
23. Implement procedures to prevent and control communicable conditions.
24. Other duties as assigned

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Effective oral and written communication skills
- Strategies to work with English learners and at-risk students
- Computer usage and software
- Time management and organizational skills

Skill and Ability to:

- Work harmoniously with school/District personnel, parents, students, supervisors, and departments.
- Maintain professional confidentiality

Training and Experience:

- Bachelor of Science Degree
- Registered Nurse, State of California
- Professional School Nurse Services, State of California
- Current CPR and First Aid Certification

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside and outside environmental conditions.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.
- Must have a valid California driver's license and be insurable.
- Utilize own vehicle for transportation as needed.

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PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing	X		
Walking	X		
Bending (neck)		X	
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

	Lifting			Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5– 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0–1.5HPD)	Occasionally (1.5– 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.	X			X		
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data			X
Organize		X	
Write	X		
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer	X		
FAX Machine	X		
RADIO	X		

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