

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: School Nurse

CLASSIFICATION: Certificated (DTA)

**REPORTS TO: Director of Special
Education and Pupil Services**

SALARY SCHEDULE: Teachers

DEPARTMENT: Pupil Services

WORK YEAR: 194 Days

BOARD APPROVAL: 09/01/2011

BOARD REVISION:

PRIMARY FUNCTION: Under the general supervision of the Director of Special Education and Pupil Services, the School Nurse shall provide a program of health services which will strengthen the educational process of students by assisting them to improve or adapt to their health status. The School Nurse shall be uniquely qualified by medical background, academic preparation, and professional skill to provide service for principals, teachers, students and families.

RELATIONSHIP TO STUDENT ACHIEVEMENT: The School Nurse helps to promote student achievement by working to ensure the health of our students and services which allow them to attend school and learn.

SUPERVISION OVER: Not applicable.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but it is intended to accurately reflect the primary job elements.)

- Conducts a program of communicable disease prevention control. **E**
- Counsels, guides pupils, family members and staff, on individual health needs, including interpretation of health appraisals and standards of typical growth and development. **E**
- Serves as a resource to school and District staff in relating health instruction and guidance for the needs of individual students and provides in-service for staff. **E**
- As a member of the Individualized Education Program (IEP) or 504 team, interprets medical findings and assists with the development of health-related learning objectives and safety. **E**
- Prepares and maintains pertinent health and other related files, records and reports according to established procedures; reviews findings to evaluate the health status of pupils; assures compliance with state and federal mandates for health care. **E**
- Assists with planning and maintaining a healthful school environment, in keeping with the unique needs of identified students. **E**
- Assists with the development of strategies to meet a variety of emergencies and provides care and treatment for accidents and emergency illnesses which occurs during school hours. **E**
- Serves as a health liaison for the District with practitioners and community agencies in the planning and implementation of health a welfare programs, as well as securing health records for educational planning. **E**

- Maintains positive staff and community relationships, which promotes the best interests of the school.
- Monitors and trains staff in specialized physical health care procedures; teaches a variety of health-related topics on a one-to one or group basis; coordinates and monitors the administration of medication during school hours. **E**
- Provides in-service training to site and District staff regarding healthful living, communicable diseases and other health concerns; serves on various school and District committees and attends meetings as assigned, including, but not limited to, blood borne pathogens, CPR, and First Aid. **E**
- Refers parents/guardians of pupils needing medical care to appropriate private or community resources.
- Conducts and performs such tests and screenings as mandated by State or Federal law. **E**
- Responsible for continuing self-education and professional development, as well as contributing to the professional development of staff .
- Provide direction and over-site of LVNs providing services to individual students. **E**
- Provide program direction for Medi-Cal, LEA Billing option. **E**
- Complete and input MAA entries at the school sites. **E**
- Complete other related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- Baccalaureate or higher degree from a regionally-accredited college or university
- Proof satisfactory to the school district that the nurse has acquired training in child abuse and neglect detection.
- Previous experience as a school nurse or in a health-related position within a school highly desirable.

LICENSES AND OTHER REQUIREMENTS:

- A valid certificate of registration issued by the California Board of Nurse Examiners or the California Board of Nursing Education and Nurse Registration.
- Must hold, or be qualified to hold, a health and development credential, a standard designated services credential with specialization in health, or a services credential with a specialization in health issued by the California Commission on Teaching Credentialing.
- Must possess a valid California driver's license.
- Possess and maintain valid CPR and First Aid certifications.

KNOWLEDGE OF:

- CPR and First Aid techniques
- Hygiene and health needs of school-age children
- Health and medical terminology, equipment and techniques
- Health and safety regulations
- Applicable sections of California Education Code, State regulations and other applicable laws
- Current office practices, procedures, and equipment
- Record keeping techniques
- Medication effects and proper administration procedures
- Genetic and environmental disorders which affect cognitive, motor, visual and auditory development
- Diagnostic methods for medical conditions and diseases
- Public health agencies and local health care resources
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ABILITY TO:

- Accept responsibility for growth in student achievement

- Treat children with dignity and respect
- Set a good example for students and others through professional manner and appearance
- Communicate professionally with students, parents, and colleagues
- Analyze situations accurately and adopt an effective course of action during emergency situations
- Establish and maintain files, records reports and referrals, according to District procedures and State and Federal mandates
- Meet schedules and timelines
- Counsel and provide health-related information to school-age children and their families
- Plan, prioritize and organize work
- Maintain confidentiality
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Maintain an open line of communication with the principal and all school staff
- Participate in school and/or District programs
- Assume a shared responsibility in the development and implementation of site planned activities
- Take an active role in the school site disaster preparedness plan and other emergency situations

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office, school sites (Nurses Offices, classroom, playground areas) and driving to conduct work.

SAMPLE PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate specialized equipment and a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Hearing and speaking to exchange information.

Seeing to read a variety of materials and screen health conditions.