



## PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**DRAFT**

Position: **Credentialed School Nurse**

Reports to: Director of Special Education

Classification: Certificated

Work Year: 185 days

Salary: Certificated Speech Pathologist /

School Nurse Salary Schedule #10 - Range 2

### DEFINITION:

Under the direction of the Director of Special Education and in cooperation with the District Nurse, site administration, state and local health agencies, the school nurse coordinates and manages health care, delivers health services to students/staff, conducts mandatory screening, i.e. vision, hearing, dental, etc.; acts as an advocate for the health rights of children; is a counselor for the health concerns of children, families, and staff; and is an educator for school/community health concerns

**ESSENTIAL FUNCTIONS:** *This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.*

- **School safety** Assure health and safety of students by following health and safety practices and procedures; provide first aid care and administer approved prescribed medications; assist with student medical treatment; assist with the maintenance of an illness and accident log in each school; assist with crisis intervention, react clearly, calmly, and professionally through emergency situations requesting appropriate assistance.
- **Health appraisal** Assume responsibility for and direct mandated screening and follow-up procedures for vision, hearing and scoliosis; assist with other health referrals and disseminate results of health appraisal findings to appropriate personnel; make home calls and home visits as needed; monitor the accuracy of records as appropriate for state mandated screening.
- **Special Education** Conduct health appraisal of students referred for special education placement or 504 assessment; conduct parent interviews to obtain developmental history as required; serve on SST 504, and IEP teams as required; help students accept and adjust to physical, mental and social limitations; help parents and school personnel to understand and accept children with limitations.
- **Communicable Diseases** Monitor district's compliance with immunization laws; assist in arranging for the isolation, exclusion, and re-admission of children suspected of having communicable diseases; notify parents of children exposed to a suspected case of communicable disease; assist staff in the prevention and control of communicable diseases.
- **Counseling and Guidance** Confer with parents and children regarding health problems and discuss recommendations for correction; notify teachers, orally or in writing, of health problems of their students.
- **Health Management** Establish individual health care plans based on physician recommendation and standard of practice. Participate in concussion response team meetings, regulations and policies



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- **Records and Reports** Keep records of all pertinent health data, including screening, observations, counseling and special health problems; submit reports and records by deadlines; assist with the data collection for the annual health service report. Write and submit a summary of health reports and activities at the end of the school year.
- **Non-Instructional Responsibilities** Attend and participate in staff meetings, in-service trainings; prove annual health training Support and supervise health staff including LVNs (Licensed Vocational Nurses) as outlined in the California Nursing Regulations

### KNOWLEDGE AND ABILITIES:

- Knowledge of normal growth and development of school-age children and be skilled in health assessment, health maintenance, planning, counseling and referral.
- Ability to recognize problems and involve doctors when necessary for epidemics, etc.
- Knowledge of basic first aid and immunization requirements.
- Knowledge of substance abuse prevention education principles, methods and resources.
- Correct English usage, including vocabulary, grammar, punctuation and spelling;
- Follow oral and written directions;
- Have knowledge of office equipment and software, i.e., computers, copy machines.
- Ability to work cooperatively with staff, students, and volunteers;
- Demonstrate the ability to carry out duties using good judgment;
- Demonstrate public and human relations skill.
- Work harmoniously and cooperatively with others;
- Use good judgment and decision-making skills;
- Perform the functions of the position in an accurate, neat and timely fashion;
- Comply with Board policy administrative regulations and administrative directives;
- Maintain open communication with supervisor.

### EDUCATION AND EXPERIENCE:

- Two years of experience as a full-time registered nurse (preferred)

### LICENSES AND OTHER REQUIREMENTS:

- Valid certificate of registration from the California Board of Nurse Examiners and Nurse registration
- School Nurse Services Credential
- Current first aid and CPR cards
- Valid California Driver License

### ENVIRONMENT:

- Classroom, itinerant, and office environment.
- Subject to emergency medical situations.



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### **PHYSICAL REQUIREMENTS:**

- Ability to read material from handwriting and other printed matter.
- Ability to hear and/or understand at normal levels both in person and on the phone, communicate to others and understand normal conversations.
- Manual dexterity to dial a telephone, type on the computer, write on the board or paper, and perform task using both hands.
- Able to walk on uneven terrain.
- Physical strength and agility to lift up to 25 pounds to shoulder height and 35 pounds to waist height, and to bend stoop, sit, climb stairs, to walk and to reach overhead as necessary

### **HAZARDS:**

- Potential for contact with blood and other body fluids, which may contain Bloodborne pathogens and communicable infectious diseases.