



MILLBRAE SCHOOL DISTRICT SCHOOL NURSE

QUALIFICATIONS

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| A. Credentials | Required: Valid School Nurse Services Credential
Required: Registered Nurse License
Required: Valid California Driver's License
Desirable: Valid School Nurse Services Credential
Desirable: California Clear Credential
Desirable: California Special Teaching Authorization in Health |
| B. Education | Required: Baccalaureate or higher degree from a regionally-accredited college or university |
| C. Experiences | Desired: Related work with TK – 8 th Grade students |

POSITION DESCRIPTION

Under the direction of the Assistant Superintendent of Educational Services and in collaboration with the site principals, the School Nurse conducts health services across the district for the improvement and protection of the health of students to help maximize the student learning capability in accordance with State Law and district policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

- A. Knowledge of Student Information System(s)
- B. Ability to analyze data
- C. Knowledge of program mandates and compliance
- D. Presentation and training skills
- E. Visual acuteness and mental concentration
- F. Excellent organizational skills
- G. Multi-tasking capability
- H. High degree of energy
- I. Capacity to deal with frequent personal interactions
- J. Ability to creatively problem solve
- K. Ability to drive a vehicle to conduct work as assigned by position.

DUTIES AND RESPONSIBILITIES



- A. Interprets school health policy and acts as a liaison and resource to the staff, students, parents, community, and medical professionals. This may include recommendations from doctors to school personnel for adapting programs for students with special health needs.
- B. Prepares required reports and health records of medically involved students and communicates with all staff who need to know of the concerns prior to the school year or immediately when discovered.
- C. Performs all health related, state mandated duties and provide reports as required (i.e. vision, hearing, scoliosis, immunization, oral health assessment) and follows up on issues identified.
- D. Provides and/or coordinates emergency nursing services or phone triage to school staff for ill or injured students or staff.
- E. Coordinates the establishment of guidelines, procedures and training in First Aid/CPR/First Responder Program for schools and staff.
- F. Develops training for staff that provide health services, including delegated procedures, the administration of medication to students, and other health related mandated activities. Includes diabetic care managers (DCM), Bloodborne pathogen training, medication training, and initiating individual care plans.
- G. Provide current health and development information on students for SST and IEP meeting when requested by site principal or Director of Special Education.
- H. Creates, maintains, and communicated Individualized Health Care Plans and Student Emergency Plans as needed.
- I. Maintain health care plans, medical emergency cards, conditional immunization registration, and student health records; for the purpose of providing information required by legal and professional standards.
- J. Support student health education, including classroom alcohol, tobacco, drug, and sex education, and actively participate in communicable disease education.
- K. Conduct in-service education for school faculty and staff.
- L. Provide health related education programs for parents.
- M. Participate and assist in developing curriculum for health education classes in the district.
- N. Perform other related duties as assigned by the Assistant Superintendent or school principal.

TOOLS/EQUIPMENT

Medical supplies, computer, printer, photocopier, fax machine, calculator, office supplies, books, instructional materials, assessment materials, cell phone.

PHYSICAL DEMANDS

This job requires the following physical demands:

- 1. Dexterity of hands and fingers to operate a computer keyboard and eye/hand coordination is required as there is much manipulation of small objects with fingers
- 2. Must articulate clearly both in person, by telephone and in writing; understand what is read and heard, possess long and short term memory recall and read and write clearly and appropriately. Speech sufficient to transmit verbal information



3. Spatial relationships are important.
4. Sitting, standing, walking, bending at waist, lifting and stretching positions for extended periods of time
5. Bending at the waist, kneeling or crouching to reach materials and work with students
6. Upper and lower body strength sufficient to lift and transfer students weighing up to 50 pounds without assistance and 50+ pounds with assistance. (Non-compliant students regardless of weight should be lifted and transported with assistance when practicable)

VISION, HEARING, SPEECH, LANGUAGE PROCESSING

Hearing near and far and clarity of vision near and far are essential. This person must be able to accurately articulate clearly both in person, by telephone and in writing; understand what is read and heard; possess long and short term memory recall and read and write clearly and appropriately.

HUMAN RELATIONS CHARACTERISTICS

These tasks require the ability to function independently on tasks as well as the ability to interact with co-workers and parents. He/she must be able to administer and accept supervisory authority. He/she must be knowledgeable about a variety of decision-making processes and be able to select appropriate processes for specific problem-solving situations. He/she must be able to effectively facilitate collaboration, negotiate with others, and be skilled at leading groups through a decision making process. Leadership skills are an essential function of the position.

ENVIRONMENTAL CONDITIONS

No extreme climatic conditions are involved. The noise level is moderate and there are no known vibrations, hazards, or atmospheric pollutants present. The daily work is performed in a variety of settings.

TEMPERAMENT

This position requires an even, empathetic disposition. This professional must be able to work well with others and plan with them. He/she must be able to share views and ideas. He/she must be able to maintain composure in conflict situations.

WORK YEAR

184 days

SALARY RANGE

Millbrae Education Association Certificated Teacher Salary Schedule