

LEMOORE UNION SCHOOL DISTRICT
Human Resources Division

DISTRICT NURSE
Job Description

JOB SUMMARY:

Under the supervision of the Director of Special Services, the District Nurse is responsible for developing, coordinating and conducting the district's health, safety, and health education services and programs. The District Nurse renders health care services and assesses the health and development status of students at assigned school sites.

REQUIRED QUALIFICATIONS:

Ability to:

- Consult with students, staff and administrators in health related matters;
- Assist with classroom teaching of health related topics;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, including students, parents, staff, and community;
- Represent and support the district or school in conversations with the public;
- Understand and carry out oral and written directions;
- Effectively communicate verbally and in writing.

Knowledge of:

- Pediatric health assessment and development;
- Appropriate referral processes for health related services;
- Methods and techniques that promote student health;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Reading and writing communication skills;
- Interpersonal relations skills using tact, patience, and courtesy;
- Record-keeping techniques.

Possession of:

- A valid California Driver's license;
- A valid CPR certification for healthcare providers issued by the American Heart Association or American Red Cross.

Education/Certificates/Licenses:

- A current Registered Nurse (RN) license issued by the California Board of Registered Nursing
- A baccalaureate degree or higher, preferably in nursing;
- A current School Nurse Services Credential issued by the California Commission on Teacher Credentialing;
- A valid California School Audiologist certificate;

- A current Public Health Nurse (PHN) certificate issued by the California Board of Registered Nursing is preferred;
- A valid American Heart Association BLS Instructor certification is preferred.

Experience:

- Minimum of 4 years nursing experience required, preferably in school nursing or public health;
- Supervisory experience within the health profession is preferred;
- Experience working with community based agencies.

ESSENTIAL FUNCTIONS:

- Performs nursing assessment and provides proper health care for student injury and/or illness;
- Provides healthcare services to students with chronic health conditions and students with medically complex conditions that require procedures;
- Assesses and evaluates the health status of students through routine screening programs, such as vision, hearing, and scoliosis screenings. Collects and analyzes district data and files mandated reports for the district;
- Safely performs Specialized Physical Health Care Services (SPHCS), such as catheterization, gastric tube feeding, suctioning, or other services that require medically related training;
- Safely administers medication to students, as scheduled;
- Monitors student compliance with immunizations, physical and oral health requirements. Collects and analyzes district data and files mandated reports for the district;
- Reviews and monitors student emergency cards and health information located in the student health file;
- Develops, implements, and manages Individualized School Health Plans (ISHP) for students with complex health conditions and/or those students who require healthcare services in the school environment due to ongoing health conditions. This includes collaborating with the student, family, health care provider, and appropriate school personnel;
- Performs health assessment and gathers health history information for students who are initially referred for special education, as well as for students who are already eligible for special education and a health assessment is needed;
- Serves on the Individual Education Program (IEP) team to determine eligibility and placement of special education students;
- Assists in establishing and reviewing Section 504 plans when health is a concern;
- Monitors student accident reports;
- Submits appropriate reports and paperwork as required;
- Refers the pupil, parent, and/or guardian to the appropriate community resources;
- Trains, supervises and evaluates Special Education Health Care Assistant (LVN) at assigned school sites;
- Conducts staff meetings for healthcare personnel in the district;
- Monitors and reports attendance, approves time off requests, and creates the work schedule for healthcare personnel in the district;
- Administers routine tuberculosis skin tests to district employees in accordance with current state and county guidelines and requirements;

- Monitors staff compliance for tuberculosis testing requirements and notifies the district office of employees that fail to comply;
- Monitors, purchases and distributes health and first aid materials for the district;
- Consults with, conducts in-service training for, and serves as a resource person to teachers and administrators;
- Reviews, implements and updates district board policies related to health;
- Attends, participates' and assist in the development of staff in-services as required;
- Collaborates with district administrators to develop and implement the health education curriculum;
- Collaborates with the health department regarding prevention and control of communicable diseases;
- Serves as the health representative for district committees, when needed;
- Serves on community committees relative to health planning, child health, child abuse, and alcohol and substance abuse;
- Assists with attendance issues (SARB, medical absences, & home instruction);
- Assures the health and safety of students by following all health and safety laws;
- Maintains confidentiality regarding student health;
- Maintains active interest in professional organizations related to school health;
- Performs other related duties as assigned.

WORKING CONDITIONS:

Environment:

- School Environment;
- Close contact with school age children.

Physical Abilities:

- Sufficient vision to read material with or without vision aides;
- Sufficient hearing to conduct in-person conversations with students, teachers and parents;
- Sufficient voice volume to be heard at normal conversational distances;
- Ability to stand for long periods of time;
- Physical, mental and emotional stamina to endure stressful conditions.

Employee: _____ Date: _____

Signature: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employment: 198 days

Board Approved: April 8, 2014