

**Personnel – Certificated**

AR 4118.3(d-1)

**BISHOP UNIFIED SCHOOL DISTRICT**  
Human Resources**POSITION:****SCHOOL NURSE K-12**  
**Certificated Job Description**

- A: **Primary Function:** The School Nurse provides a variety of professional nursing services to students at all Inyo County School Districts (sample work schedule attached), and does all related clerical work, as required.
- B: **Directly Responsible to:** Bishop Unified School District Superintendent
- C: **Representative Duties:**
- Assess and evaluate the health and developmental status of pupils;
  - Interpret the health and developmental assessment to other professionals;
  - Implement state-mandated screening (ie: hearing, vision, color vision, scoliosis, and dental screening, etc.) and coordinate follow-up and referrals for:
    - Students in targeted grades, Special Education students, and new students
    - Coordinate follow-up healthcare by community providers
  - Provide Dental Health education for third grade students;
  - Audit physical examinations for Kindergarten students and complete necessary parent notifications, referrals, and mandated state reports;
  - Complete Health and Development (H&D) evaluations for students referred for Special Education services and current Special Education Students, including three-year reviews for students with health concerns; Special Education Students Annual Review.
  - Attend Student Study Team/Student Success Team (SST) meetings as necessary;
  - Audit all Kindergarten through twelfth grade, Special Education, and new and incoming student health records for immunization compliance, complete exclusions, referrals and mandated state reports;
  - Audit, review, update, and monitor all Kindergarten through 12<sup>th</sup> grade health records, prepare a confidential list of students with chronic and/or persistent health problems and inform staff of the health needs of these students;
  - Attend all pre-kindergarten round ups scheduled in Inyo County and any kindergarten orientations upon request.
  - Provide emergency first aid and health care to students who are injured or seriously ill and complete all necessary reports;
  - Maintain adequate first aid supplies in health offices, classrooms, and field trip backpacks;
  - In-service staff regarding first aid procedures and medication administration;
  - Provide classroom, faculty and parent presentation, regarding communicable disease. Communicate with Principals, Pupil Services regarding students with communicable diseases. Monitor exclusion and readmission of students with communicable diseases;

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- Provide all training to school employees in regards to the care of students with Specialized health care needs, equipment use, feedings, bodily mechanics with wheelchair transfers, suctioning, etc. in accordance with the Green Book Guidelines. (This is important because often parents want to train staff and that is against Ca Law. Parents can be present and add additional information but the training must come from a Credentialed school nurse, MD, NP or RN).
- Monitor administration of medication according to district adopted policies and procedures;
- Provide Family Life Education to the fifth grade students and Special Education students throughout Inyo County Schools annually.
- Provide Blood Borne Pathogens in-service annually (Hepatitis B, HIV, etc.), District provides PPE protection upon request.
- Interpret medical and nursing findings appropriate to individualized education programs and make recommendations to professional personnel directly involved;
- Develop Individualized Health Support Plans (IHSP) for students with specialized health care needs, 504 Plans if needed, e.g. Diabetic and Seizure disorder students. Recommend modification in the educational program as necessary. Provide case management for students with specialized Health Care needs.
- Conduct home visits as needed
- Effectively communicate with those contacted in the course of work.
- Conduct in-service training for, and serve as a resource person to, school personnel; develop and implement health education curriculum, as time allows.
- Supervise and support the health clerks at the school sites.
- Support and facilitate all health related services, medical prescriptions, record keeping, etc. as needed for the Medi-cal billing company for nursing services, speech, OT, PT under contract for Bishop Unified School District.
- Provide TB screening to all school employees.
- Organize and facilitate 1<sup>st</sup> Aid and CPR to school employees.
- Perform other duties as assigned.

D. **Education and Experience:**

- Bachelor of Science Degree in Nursing
- Possess a current California School Nurse Credential or be eligible to obtain one
- Possess a California State License as a Registered Nurse
- Possess a School Audiometrist Certificate
- Possess a Public Health Nurse Certificate
- Possess valid CPR and First Aide Certification
- Three (3) years of professional nursing experience desirable.

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E. School Nurse Sample Calendar

- 10 days at Owens Valley Unified School District
  - 10 days at Big Pine Unified School District
  - 14 days at Lone Pine Unified School District
  - 6 days at Round Valley Elementary School
  - 4 days at Death Valley Unified School District
  - 141 days at Bishop Unified School District
- (actual days per district may vary. District vehicle will be provided)

F. Physical Requirements

This chart below indicates what annual percentage of time is spent on each of the following essential physical requirements:

- |    |               |   |               |
|----|---------------|---|---------------|
| 1. | Seldom        | = | Less than 25% |
| 2. | Occasional    | = | 25-50%        |
| 3. | Often         | = | 51-75%        |
| 4. | Very Frequent | = | 76% and Above |

4 Ability to sit a desk, conference table or in meeting rooms of various configurations for varying amounts of time.

4 Ability to see, read, and distinguish colors, with or without vision aids, instructional materials, rules and policies and other printed matter.

3 Ability to walk on uneven terrain, play yards and school grounds.

4 Physical agility to lift and carry up to 40 pounds; and to bend, stop, walk, reach overhead, and stand as many as four hours per day.

4 Physical agility to push/pull, squat, twist, and turn.

Regulation  
Adopted: 02/20/2020 (pending)

**Bishop Unified School District**  
Bishop, California