

Southern Kern Unified School District Position Description

Position Title: **Credentialed School Nurse**
Department: Special Education
Reports To: Director of Special Education
Prepared by: Staff
Approved by: Board of Trustees

Date: May 8, 2019
Date: May 15, 2019

SUMMARY: Assesses students requiring the direct services of a credentialed school nurse. Prepares health care plans for involved students and supervises the implementation of required health care procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- Adheres to the school Nursing Standards of Practice, State Nursing Practice Act, and California State law.
- Assess and evaluates the health and development status of students to identify specific physical disorders and other factors affecting students' educational performance.
- Administers medication and treatment as prescribed by physicians.
- Conducts mandated screening activities including vision, hearing, scoliosis, CHDP screening programs, and notifies parents accounting of results/referrals.
- Supervises preparation of student accident reports.
- Participates in preparation of the district health service budget and requisition of equipment/supplies as needed.
- Serve as the district representative for district, county and state health meetings.
- Refer parents of students needing medical care or welfare assistance to appropriate private or community resources.
- Coordinate and implement all aspects of the district's communicable disease prevention program.
- Coordinate and supervise district health forms and other printed materials pertaining to the area of school health.
- Interprets health and development assessment/medical reports and make recommendations to parents, teachers, administrators, and other professionals directly concerned with the student.
- Designs and implements a health and support plan to meet the individual health needs of students, incorporating plans directed by a physician, and including the training and supervision of specialized physical healthcare procedures/services.
- Participate as a member of the Individualized Education Program team, including assessment, evaluation, and implementation of goals and objectives.
- Develops specialized and standardized procedures as needed for students who need accommodations pursuant to Section 504 or the Rehabilitation Act of 1973.
- Provides first aid and appropriate referral for sick and injured students, and responds to emergency situations at any district campus or sponsored activity as directed.
- Establishes and maintains required student records.
- Serves as a resource person and conducts in-service training for students, faculty, staff, and administrators in all areas of health (may include CPR and First Aid training). Participates in implementing comprehensive health curriculum.
- Implements Board Policy on exclusion and re-admission of students in connection with infectious and contagious diseases.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- The health services staff (ie: LVN)
- Supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Overall direction, coordination, and evaluation of the district's health services.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

- Bachelor degree in nursing.
- Current CPR/First Aid certification.
- Minimum of three years of successful clinical or school nursing experience.
- Bilingual ability preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California School Nurse Credential
- License from the State of California to practice as a Registered Nurse.

LANGUAGE SKILLS:

- Ability to read and analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to apply knowledge of current research and theory to instructional program.
- Ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned.
- Ability to establish and maintain effective working relationships with students, peers, parents, and community.
- Ability to speak clear and concisely in written and oral communication.
- Knowledge and use of CPR, First Aid, and Heimlich maneuver.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is:

- Regularly required to sit, stand, walk, and talk or hear.
- Occasionally required to run, stoop and kneel.
- Occasionally lift and/or move up to 50 pounds.
- Occasionally push items of 50 pounds such as pushing children on a bike or moving or rearranging furniture.
- Occasionally may visit a child's home.
- Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is usually moderate.
- The employee is frequently exposed to infection at a greater risk than the average person.
- The employee is directly responsible for the safety and well-being of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.