

JOB DESCRIPTION

JOB TITLE: School Nurse (2212)

Job Summary:

Under the direction of the Program Manager of School Health Programs, the School Nurse will assist the educational team in providing advocacy and supplemental school health and nursing services that meets the individual medical needs of students.

Essential Duties:

- Conducts and oversees the immunization programs;
- Conduct all federal and state mandated school health services, as mandated health screenings to rule out health problems with vision, hearing, immunization and scoliosis;
- Refer students and parent/guardian to appropriate community resources for necessary health services;
- Facilitate specialized nursing services to provide tube feeding, catheterizations, and other specialized health care services as outlined in the manual for specialized nursing;
- Provide first aid to address immediate and emergency medical needs of students;
- Communicate with parents, doctors, and agencies to facilitate services to students with special health care needs;
- Maintain/Dispense medications to provide students with prescribed medication on a scheduled basis;
- Assess and evaluate the health and developmental status of pupils;
- Develop and implement individual student health care plans for complex healthcare needs of students;
- Develop and implement emergency care plans based on individual student health needs;
- Interpret medical and nursing findings appropriate to student's Individualized Education Program (IEP) and make recommendations to professional personnel directly involved;
- Consult, conduct, and serve as the health professional and resource person for in-service training for all school staff that promote health and prevention education and safety;
- Train and supervise nursing staff/unlicensed assistive personnel on a variety of specialized healthcare procedures and documentation of these procedures;
- Obtain Basic Life Support (BLS) Instructor Certification and conduct CPR and First Aid instruction as assigned;
- Participate in implementing a comprehensive health instruction curriculum for students as assigned and directed by the Program Manager of School Health Programs;
- Complete school health records to maintain current and accurate records of students school health history;
- Interpret health findings to staff, parents, and doctors to respond to medical issues in the educational program;
- Collect a variety of health data daily using an individualized school health data excel spreadsheet and report data directly to Program Manager of School Health Programs annually and more frequently upon request;
- Participate in ongoing educational activities related to professional issues; seek formal and independent learning experiences to develop and maintain clinical and professional skills and knowledge related to school health/nursing and/or pediatric health care and management;
- Partner with others to effect change and generate positive outcomes through the sharing of knowledge about the health care consumer and/or situation;
- Function as a case manager in collaboration with the health care consumer and other professionals and agencies;
- Function as the health professional liaison between the family, school, and community;
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events as assigned;
- Perform other related duties consistent with the goals and objectives of the position as assigned;

Knowledge of:

- principles, practices, methods, techniques and equipment used in health practice, assessment and preventative health care;
- laws and regulations relating to the role and scope of practice of the Licensed Vocational Nurse, Registered Nurse and School Nurse;
- mandated school screening criteria;
- health assessment and evaluation criteria;
- cardiopulmonary resuscitation (CPR) methods and procedures;

- first aid procedures;
- prescriptive medications and doctors orders for care;
- specialized nursing services;
- evidence based practice and continuous quality improvement;
- normal health and development as related to pediatric/adolescents;
- administration of medications, side effects, indicators and contra-indicators;
- causes and methods of control of various communicable diseases;
- immunization and blood borne pathogen procedures and regulations;
- principles and procedures of record-keeping and report preparation;

Skills to:

- follow written and oral procedures;
- screen students for vision, immunizations, hearing, and scoliosis;
- assess students health and evaluate results;
- provide first aid care to students;
- dispense prescriptive medications;
- provide specialized nursing services;
- communicate appropriately with parents, school personnel, and physicians;
- provide specialized nursing services;
- operate pertinent medical equipment;
- assemble and use equipment such as catheters and tracheostomy tubes;
- dispense prescriptive medications;
- recognize a health emergency and act accordingly in a calm manner;

Ability to:

- administer care for students with disabilities and complex healthcare conditions;
- effectively evaluate and monitor the health status of students;
- recognize and communicate health problems and/or concerns and report them to the school administrator and parent/guardian;
- interact with a diverse student population;
- read, write and understand medical terms, figures and symbols;
- listen and ask questions pertaining to a specific medical situation;
- work confidentially and with discretion in accordance with HIPPA and FERPA laws and regulations;
- communicate effectively both orally and in writing;
- maintain confidentiality of student health information;
- exhibit professional appropriate interpersonal skills including but not limited to tact, patience, flexibility, and courtesy;
- oral and auditory ability to use phone and emergency communication devices (i.e., walkie talkies);
- visually identify and respond to environmental hazards;
- travel using own vehicle;
- plan, organize, identify and provide health care services to students;
- assess and evaluate student health and development;
- collaborate with program administration, staff, outside agencies and school districts in administering health services;
- maintain current and accurate records;
- attend IEP/IFSP meetings as a member of the educational team;
- develop and provide health case-management and related services to students with physical and other disabilities;
- counsel with parents, doctors, and agency personnel;
- supervise and evaluate the performance of health-related services of assigned personnel;
- communicate effectively both orally and in writing;
- interpret, apply, and explain rules, regulations, policies, and procedures;
- perform duties and responsibilities in an efficient and effective manner;
- work confidentially and with discretion in accordance with HIPPA and FERPA laws and regulations;
- attend meetings at various sites and locations;
- plan and organize work among multiple schools as assigned;
- facilitate and conduct in-service health care and other trainings for staff;
- maintain confidentiality of student health information;
- respond quickly and calmly in emergencies;

- establish and maintain cooperative and effective working relationships with others;

Education Required:

- High school diploma or equivalent is required – SCICON Nurse
- Bachelor's Degree from an accredited college or university

Experience Required:

- Experience working with public schools, pediatrics, childcare centers, or related agencies.
- Experience in Clinical, Public Health or School Nursing preferred.

Other Requirements:

- Possession of a valid Registered Nurse License issued by the State of California.
- Possession of a valid California Preliminary or Clear School Nurse Services Credential or be eligible for a Preliminary School Nurse Services Credential.
- Valid cardio-pulmonary (CPR) and AED certification.
- Valid Audiometry Certificate or be eligible to obtain the certification within one year of hire.
- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI fingerprint Response upon hire.

Working Conditions: The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

Environment:

- Classroom, health office, school facility, school bus, and/or community-based environment.
- Driving a vehicle to conduct work and as necessary using own transportation.
- Regular interruptions.
- Small and large group meetings.

Physical Demands:

- Bending at the waist, kneeling, or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understand voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or health equipment.
- Sitting, standing and/or walking for extended periods of time.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

Hazards:

- Contact with blood and other body fluids.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.
- Potential for interaction with students that have emotional disturbances and or aggressive behaviors or outbursts.

FLSA Status: Exempt

August 2023

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.