

SCHOOL NURSE

Definition

Under supervision of the Administrative Assistant - Educational Services, the School Nurse is responsible for the development and implementation of health care programs for school children.

Essential Responsibilities

1. Conduct medical case finding, screening, and referral activities related to the health of pupils;
2. Refer parents of pupils needing medical care or assistance to appropriate community resource;
3. Conduct a program directed toward the control of communicable diseases in the school and community;
4. Serve as a health education resource person to staff and pupils;
5. Assist in the identification of safety and health hazards in the school environment;
6. Provide health counseling for students, parents, and school personnel;
7. Maintain a health record for each pupil;
8. Inform teachers of physical and emotional health problems of pupils;
9. Provide emergency nursing service for ill or injured pupil and personnel at school;
10. Conduct necessary physical assessment, including visual, audiometric and scoliosis screening;
11. Serve as a liaison between school, home, medical resources, and other agencies;
12. Coordinate the health program within the total educational program of each assigned school;
13. Attend scheduled staff meetings, committee meetings and continuing education sessions;
14. Obtain developmental histories for special education programs and serve on admission and discharge committees;
15. Supervise assigned health aides;
16. Perform other duties as assigned during the normal school day.

Other Duties

1. Make up and distribute first aid kits to classrooms;
2. Participate in parent and faculty meetings as requested or appropriate;
3. Assist with the verification of selected pupil absences by home or phone contacts with parents as they relate to pupil health/illness;
4. Prepare and distribute health topic bulletins to pupils, staff members and parents;
5. Maintain and order supplies for health services;
6. Maintain healthful environment in health office at the school;
7. Coordinate, supervise work of volunteers used in screening programs;
8. Complete and submit reports of screening programs and other projects as required by administration, County Schools Office or County Health Department, or State Department of Education;
9. Initiate physical education adjustment for pupils with health problems and coordinate adjustment with counselors and physical education staff; and
10. Maintain professional competence through self-selected professional growth activities.

Qualifications

1. Designated Services Credential with Specialization in Health;
2. Baccalaureate Degree;
3. California Nurse Registration and Audiometric Certificate;
4. California Driver's License and use of personal transportation.

Experience

Successful nursing experience (Pediatric or Public Health Nursing is desirable)

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.

The employee is required to: regularly stand, walk, sit, and talk or hear; occasionally reach forward or above the head more than the average person; occasionally lift and/or move and push up to 90 pounds such as students and students in wheelchairs; visit various buildings in the district. Specific abilities required include close vision, distance vision, peripheral vision, depth perception, the ability to adjust focus, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information and make presentations. The employee will frequently interact with the public and other staff and occasionally work extended hours. Some driving is necessary.

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 quiet to moderate. Work is performed mostly indoors. The employee is: frequently exposed to infection at a greater risk than the average person; required to interact occasionally with dissatisfied or abusive individuals; directly responsible for the safety and well-being of students.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Amended 5/19/86; 9/97