

DELANO UNION SCHOOL DISTRICT

HEALTH SERVICES SCHOOL NURSE

JOB SUMMARY:

Under the direction of the Director of Health Services, implements District programs, policies, and procedures relating to health care services; assess and monitor the health, wellness and developmental status of students at assigned school sites; provides training relating to health and wellness; and performs other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Credential: Current California Licensed Registered Nurse and qualified to Apply for a health services credential.
2. Education: Bachelor's degree in Nursing (BA or BS) from an accredited college or university.
3. Experience: Two years of experience as a registered licensed nurse; experience working with community based agencies.
4. Personal Qualities: Demonstrated interpersonal and organizational skills; demonstrated leadership ability and the capacity to work successfully as part of a team; demonstrated commitment to positive, collaborative relationships with students, staff, parents and community; demonstrated ability to engage in health monitoring and intervention in a professional, respectful, and confident manner; demonstrated commitment to student health and wellness.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Assess and evaluate the health, wellness and developmental of status of students, and identify conditions that may impact student attendance and academic achievement. Provide guidance relating to reasonable accommodation for students in order that students will have access to Free and Appropriate Public Education (FAPE).

- B. Write health summaries for initial, annual and triennial Individual Education Plans (IEPs), and attend and participate in IEP team meetings.
- C. Contribute to the creation and implementation of 504 plans, and participates in relevant meetings.
- D. Develop, implement and communicate health maintenance plans to meet the individual health needs of students.
- E. Monitor and coordinate communicable disease prevention efforts through immunization administration and other programs, in accordance with California immunization branch guidelines, and in accordance with state law, Kern County Public Health protocols and District protocols.
- F. Interpret medical records, and communicate with medical providers and health-related agencies.
- G. Perform state mandated health screenings and make appropriate referrals.
- H. Identify and refer students to the School Based Vision Center, dispense eyewear to students after the clinic.
- I. Refer students and parents/guardians to appropriate community resources as needed.
- J. Provide training, in-servicing and support for paraprofessionals, clerks and other staff in handling routine first aid and medical emergencies using the adopted Emergency Guidelines for California Schools.
- K. Train health care living skills aides on specialized physical health care procedures monitor and supervise unlicensed assistive personnel (UAP) staff.
- L. Assist in supporting paraprofessionals with the implementation of medical (Medicaid) billing and medical administrative activities (MAA).
- M. Serve as a liaison to outside agencies and community organizations, and promote collaborative participation in the Coordinated School Health process.

- N. Assist in supporting health-related programs and services to meet the needs of students and families in the educational process.
- O. Identify and refer students and families for services through the Community Connections Center and other family resource centers.
- P. Assist students, parent/guardians, and staff to identify and utilize appropriate health delivery services, identifying means by which to mitigate financial, transportation and other barriers to needed health care services and or social services.
- Q. Provide case management for families that may need additional support by maintaining communication with parent/guardian and relevant community practitioners and agencies to promote and encourage needed treatment(s).
- R. Provide staff development in CPR and AED use.
- S. Serve as a resource to parents/guardians, staff, teachers and administrators through ongoing consultation and in-service training.
- T. Counsel with students, parents/guardians, staff, teachers and administrators regarding health-related attendance problems.
- U. Participate in school site safety planning and activities.
- V. Promote research-based school nursing practices in the areas of nutrition.
- W. Adhere to National Association of School Nurse and California School Nurse Organization code of ethics and standards, California Business and Profession Codes, California Education Code and the California Nurse Practice Act.
- X. Perform other duties as assigned.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on

each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis:

- | | |
|---------------------------|--------------------------------|
| 1. Seldom = Less than 25% | 3. Often = 51.75 |
| 2. Occasional = 25 - 50% | 4. Very Frequent = 76% & above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand and circulate for extended periods of time.
- 2 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 2 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

- 1. Participates in appropriate meetings involving administration, psychologists, paraprofessionals, and other school staff.
- 2. Gives, understands, and carries out oral and written directions; works effectively under stress and in changing conditions.
- 3. Effectively operates the student information computer software.

4. Prioritizes and schedules work.
5. Maintains and establishes appropriate confidentiality of materials.
6. Meets timelines and schedules.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

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 their responsibilities, duties and skills required of personnel so classified.

Board Approved: August 6, 2018