

JOB DESCRIPTION

January 2019

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

SCHOOL NURSE

General Purpose:

A School Nurse is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The School Nurse provides and manages a health services program to facilitate the student's optimal physical, mental, emotional, and social growth and development; supports the process by working to assure the health of students; and conducts the school health program in assigned schools.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Collaborates with Individual Education Plan (IEP) team members in regards to the students' progress.
- Notifies case manager, completes and sends appropriate forms to parent or case manager, prepares report and provides copies to case manager, drafts goals, updates present levels and progress; when assessment or IEP is required at least three work days in advance of IEP.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and record any changes as they occur to ensure accurate IEP scheduling.
- Contacts parent and case manager and obtains a signed excusal form when unable to attend an IEP meeting.
- Sets up observations/home visits for transition IEP's.
- Responsible for health screening mandated in the public school: (1) Vision, (2) Hearing, (3) Scoliosis; school rechecks, follow-up counseling, and referral to public and/or private source of care.
- Oversees the establishment and maintenance of appropriate school health records for each child. Maintains, evaluates and interprets cumulative health data to accommodate the individual needs of students.
- Audits for compliance with Child Health and Disability Program (CHPD), immunization requirements, and Oral Health Assessment requirements.
- Serves as a school health consultant. Consults with school administrators and provides in-services for designated school staff on a variety of health topics including handling of illness or injury. Provides consultation information of health policies, goals and objectives for the county office.
- Works to assure compliance with Occupational Safety and Health Act (OSHA) regulations on Bloodborne Pathogens.
- Provides health assessments, takes health history, evaluate child's health status, identifies and assesses health factors which may operate to produce psycho-educational problems, perceptual/cognitive difficulties and behavior problems as well as physical disease. Interprets assessments and medical information to school staff working with students.
- Refers to and confers with outside health resources as indicated.

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- Counsels with students, parents, teachers and others regarding health problems, providing information and referral to community services, and any needed modifications of environment or program.
- Participates in special education IEP team meetings regarding students in his/her caseload.
- May participate in Student Study Team meetings.
- Maintains good working relationships with public and voluntary health agencies such as the Department of Public Health, Mental Health Services, Easter Seal Society, Head Start, Alta California Regional Center and Placer Infant Development Program and serves as liaison health professional between the home, school and community.
- Serves as a resource to teachers in the development of health curriculum; teaches selected health-related subjects at all grade levels. Provides health education and anticipatory guidance.
- Works with school and Health Department in developing and implementing policies, program and procedures for communicable disease control.
- Provides in-service education for teachers in health areas.
- Participates in the evaluation and selection of instructional materials for health and health-related areas.
- Carries out specified periodic screening programs in cooperation with local paid or volunteer consultants.
- Utilizes basic physical assessment skills in evaluating injury, illness, or general health status.
- Advises school personnel on maintaining a safe and healthful school environment.
- Complies with the rules and regulations set forth in the California Education Code; Title V; Procedures and Policies of the Placer County Office of Education; and policies and procedures of the local district(s) as assigned.
- Provides implementation of communicable disease control in the school, including monitoring, surveillance, and participating in disease prevention and outbreak management within the school.
- Provides training and monitoring of school personnel providing Specialized Physical Healthcare Services.
- Develops procedures and provides for emergency management for injuries/illness.
- Engages in evaluation of school health services to act as a change agent for school health programs and school nursing practice.
- Trains and monitors school staff in assisting students with routine and emergency medications.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- Required level of education in order to obtain the appropriate authorization from the California Commission on Teacher Credentialing (CTC) for the position.

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Experience:

- Professional training and paid or volunteer experience working with individuals with disabilities.
- Classroom experience instructing children and adults.
- One year experience in school or community health.

Knowledge, Skills and Abilities:

- Knowledge of child development, common childhood health care agencies and resources, public school operations and materials, and methods of health education.
- Skills in administration, analysis, and interpretation of a variety of assessment measures.
- Ability to work with minimum supervision and to adapt to a variety of settings.
- Ability to counsel pupils, teachers, and parents regarding health needs and functions.
- Ability to give specialized instruction to school children of wide ranges of age and ability.
- Ability to function as a positive, contributing member of a professional team.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a current California Registered Nurse license.
- Must possess a valid California School Nurse Services Credential.
- A valid Public Health Nurse certificate is preferred.
- Must possess a valid California State Audiometrist certificate.
- Must possess a valid CPR adult, child and infant certificate and have knowledge of basic to advanced first aid principles.
- A valid community CPR and First Aid Instructor certificate is preferred.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office, home or community playgroup environment, and involves continuous contact with students, staff and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling, some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.

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- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based upon education and experience

Reviewed and Approved:

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____

[Signature]
Colleen E. Gathney

2-7-19

2.4.19