

Corning Union Elementary School District
Job Description

JOB TITLE: SCHOOL NURSE

Salary Range:	Certificated Schedule	Department:	Health
Reports To:	Director of Special Education Student Support Services	Approved by:	Board of Trustees August 18, 1999

POSITION SUMMARY:

Conducts a health services program at all of the schools in the District for the evaluation, improvement, and protection of the health of students and school personnel in accordance with State Laws and District policies and procedures.

ESSENTIAL FUNCTIONS:

Attends District meetings and assumes a share of responsibilities for intradistrict activities.

Provides statistical information necessary for the evaluation and planning of the District School Health Program.

Provides professional guidance and input for the school health budget.

Assists with orientation and inservice education for the health assistants and evaluates their performance.

Reports problems in the school health and safety areas and offers professional recommendations and resources for their remediation.

Assumes leadership in developing and revising District procedures for handling emergencies and illnesses in the school settings, procuring supplies and equipment and assists personnel as needed.

Shares knowledge of pending legislation and current Federal, State, and County laws and regulations as they apply to school health.

Assumes other responsibilities as determined by the District.

Assumes responsibilities for the staff-requested and state mandated hearing and vision screening program in the schools.

Conducts appropriate health follow-up screening and referral activities and reports appropriate problems to students, parents, teachers, and other school personnel.

Periodically reviews the status of each student with identified problems and follows through as needed.

Establishes and maintains individual student cumulative health records.

Interprets health procedures for handling emergencies and illnesses in the individual school settings.

Provides office supplies and equipment for student illnesses and emergencies; this includes emergency first aid kits for classrooms and field trips.

Provides for compliance with mandated regulations for dispensing medications to students in the schools.

Assumes responsibility for proper verification of individual student compliance with C.H.D.P. and immunizations.

Identifies students with chronic, irremedial health problems (e.g. diabetes, epilepsy, allergies, asthma) and counsels with student, parents, teachers, and other school personnel regarding the nature of the illness.

Provides counseling service for minors who may be, or are pregnant, regarding available options for care and refers the student, as appropriate for continued counseling and completion of her educational program.

Assembles all pertinent health information and a health and development history for students referred for special education assessment.

Assesses and assembles all medical and health information for hospital and home-teaching candidates and counsels parents, students, and teachers as necessary.

Assists with health clearance for interscholastic athletics contest participants.

Follow-up on frequent or prolonged student school absences for health reasons and makes home visits as necessary.

Identifies and reports to the school administration and appropriate agencies, suspected victims of child abuse and conducts appropriate follow-up activities.

Refers parents of students in need of medical care to appropriate private or community resources.

Serves as a medical resource person to school personnel.

Provides other health services as directed by the District.

Assures that food handlers comply with Health and Safety Code regulations and posts “First Aid Choking Bulletins” in all cafeterias.

Alerts principals to hazards or infractions noted to health and safety in the school environment.

Serves on curriculum committees for courses related to health.

Serves as a health education resource person to teachers, students, and parents.

Assists with the District coordination of and instruction of the Student Sexual Harassment Education component.

Serves as a member of the District’s Crisis Intervention Team.

PERSONAL QUALITIES:

Appearance, grooming, and dress must be functional and appropriate for working with children.

Must have personality to maintain human relationships required by a public service agency, and be able to exercise discretion, tact and confidentiality when meeting with parents and the public.

QUALIFICATIONS:

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: At minimum, a valid Licensed Vocational Nurse (LVN) Certificate issued by the State of California authorizing service as a school nurse. A Registered Nurse (RN) Certificate is desirable. An Audiometrist Certificate issued by the California State Department of Health is desirable. Bachelor’s Degree, including all courses needed to meet credential requirements.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write assessment reports, IEP’s and correspondence. Ability to speak effectively before groups of students, adults, or employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, understands basic algebraic and geometric functions.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where creative problem solving is required. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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.

Physical aspects that this position classification must perform in carrying out essential job functions as follows:

- Persons performing service in this position classification will sometimes exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Involves standing most of the time, but will involve walking or sitting as well.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate classroom related equipment, and handle the work with various materials and objects are important aspects of this job.

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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.