

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

Job Title: District Nurse

Job Purpose Statement/s: Provide school health and nursing services to students; promote health and prevention education and safety; refer students, parents or guardians to appropriate community resources for recommended health service programs; participate in health related Individual Educational Program (IEP) meetings for the assessment and placement of Special Education students.

Essential Job Functions:

- Provide school health and nursing services to students;
- Conduct required health screening for vision, hearing, scoliosis and others; prepare and maintain related health records and State reports;
- Promote health and prevention education and safety;
- Conduct, as required, staff education and in-service training meetings related to specialized health conditions, procedures, medications and others;
- Participate in health related Individual Educational Program (IEP) meetings for the assessment and placement of Special Education students; prepare health and development programs for students; develop and implement individualized nursing care procedures as necessary;
- Refer students, parents or guardians to appropriate community resources for recommended health service programs; recommend auxiliary services for economically disadvantaged students as appropriate;
- Oversee the administration of medication; monitor student side effects and notify appropriate personnel and agencies as required;
- Supervise non-licensed staff in performing medical procedures such as G tube feedings, tracheotomy suctioning and replacement, and catheterizations;
- Provide consultation and assist school staff, students, and families with communicable disease control, first aid, student health assessments, school site health and safety assessment, child abuse concerns and reporting requirements;
- Provide work direction and guidance to the personnel employed to address health related needs of students;
- Operate and maintain a variety of specialized equipment, such as audiometer, otoscope and others; assure proper working condition of equipment;
- Prepare and maintain a variety of State and other reports as required, such as student progress reports, immunization, hearing, vision, CHDP and others;
- Conduct home visits as necessary;
- Evaluate health and medical care requirements of students and refer to appropriate health services;
- Assist with immunization and first grade entry health exam requirements as assigned;
- Perform related duties as assigned.

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Job Requirement – Qualifications:

Education and Experience Required:

- Any combination equivalent to a bachelor's degree in nursing, health education or closely related field, and experience working in a school environment

Skills, Knowledge and/or Abilities Required:

Skills:

- Operate standard office equipment including use of district identified computer and software applications;
- Use the English language in both written and verbal form;
- Use correct spelling, grammar and punctuation;
- Bilingual preferred

Ability:

- Screen students for vision, hearing, scoliosis and other problems as mandated by district and state regulations;
- Perform technical duties as assigned in support of the special education needs of students, including components of the IEP program.;
- Analyze situations accurately and adopt an effective course of action during routine and emergency situations;
- Prepare and deliver oral presentations regarding health and safety issues and communicable diseases;
- Identify various health needs, including unusual and critical cases such as child abuse and recommend appropriate action;
- Maintain records and prepare comprehensive reports according to established District rules, regulations and State mandates;
- Train and provide health information to students and staff;
- Counsel and provide health-related information to parents of school-aged students;
- Establish and maintain files, records, reports and referrals as well as assist others in the maintenance of appropriate records and files;
- Communicate effectively both orally and in writing;
- Plan and organize work;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Sit or stand for extended periods of time;
- Exchange information and make presentations;
- Lift heavy students and equipment;
- Bend at the waist and turn/twist to examine students and administer first aid and CPR;
- Observe physical symptoms of medical conditions;
- Participate in planning health curricula

Knowledge:

- Medication effects and proper administration procedures;
- Proper operation of specialized health assessment instruments;
- Modern medical terminology, equipment and techniques;
- Accepted methods and principles of personal hygiene;
- Diagnostic methods for medical conditions and diseases;
- IEP requirements;
- Accepted testing techniques for hearing, vision and scoliosis and other screenings;
- Interpersonal skills using tact, patience and courtesy;
- Oral and written communication skills;
- Public health agencies and local health care resources;
- Health and safety regulations;

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- Modern office practices, procedures and equipment, including use of a PC and district adopted software

License, Certifications, Bonding, and/or Testing Required:

- Current valid California State License at the level of a Registered Nurse;
- School Nurse Services Credential;
- School Audiometry Certificate;
- Valid California Driver's License;
- Valid First Aid and CPR Certification;
- Valid Tuberculosis Clearance

Working Conditions:

Environment

- District/School office and community environment;
- Driving a vehicle to carry out work assignments, make home visits, and attend professional meetings;
- High likelihood of constant interruptions

Hazards

- Potential for contact with blood-borne pathogens and communicable diseases;
- Potential for confrontation with dissatisfied persons

Reports to: Director of Special Education

Evaluated by: Director of Special Education

Salary Placement: Teachers Salary Schedule

Work Year: 196 Days

Evaluation: Performance of this position will be evaluated in accordance with the administrative evaluation process

Board Approved: January 21, 2003