



Job Title: District Nurse

Reports to: Director of Pupil Services

Definition:

Under the direct supervision of the Director of Pupil Services conduct a District Health Service Program for the evaluation, improvement and protection of the health of pupils and school personnel in accordance with State law and District policies and procedures. The duties of this position are distinguished from those of other positions in that the majority of the work performed is highly confidential in nature and is confined to District health services.

Essential Functions:

- Supervise the district health services
- Coordinate the health services required to implement district education projects or programs
- Orient school personnel to school health services
- Provide consultation regarding current laws affecting the health of school employees and children
- Plan procedures to comply with the implementation of Health and Welfare laws
- Conduct scoliosis, hearing and vision screening as directed
- Prepare annual State reports (i.e. Vision Testing Program; Hearing Testing Program)
- Assemble a District Services Guide
- Train and supervise Health Assistants and Special Circumstance Instructional Assistants
- Supervise preparation of student accident reports and maintain district's file on Students' Accident Reports. Notify the district's insurance company of all student accidents which occur on school property.
- Coordinate update of first aid procedures for school district as needed
- Participate in preparation of the District Health Service budget and requisition of equipment and supplies as needed for maintaining the school's health services
- Plan First Aid/CPR classes for district office personnel, as needed
- Serve as the district representative for district, county and state health services
- Participate in the information of recommendations for Board of Education policy in the area of health and welfare of students, at the direction of Superintendent
- Serve as the district representative for district, county and state health meetings
- Conduct medical case findings, screening and referral activities related to health defects of selected pupils and serve on Special Education committees as required
- Refer parents of pupils needing medical care or welfare assistance to appropriate private or community resources
- Coordinate and implement all aspects of the district's communicable disease prevention program
- Provide general health counseling services to parents, pupils and school personnel
- Provide emergency nursing service for ill or injured pupils at schools
- Notify parents of pupils about illnesses, physical defects and potential health problems and provide health counseling directed toward pursuit of appropriate action
- Serve as health education resource person to pupil and staff and actively participate in classroom instruction as directed
- Assist in identification of safety and health hazards on school sites
- Assist in identification of safety and health communication as a means of interpreting the district program to the community



- Maintain professional competence through participation in district, regional or state sponsored in-service activities
- Coordinate and supervise district health forms and other printed materials pertaining to the area of school health
- Use discretion in all matters not covered by Board Policy and report any action taken to the Director of Pupil Services at the earliest possible time
- Assume other responsibilities and duties as may be assigned by the Director of Pupil Services

Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.

Experience and Education:

Certification, Licenses, and Other Requirements:

- Possession of an earned Baccalaureate or higher degree from an accredited college or university including all courses needed to meet credential requirements and registration as a school audiologist
- Possession of a valid California School Nurse Services Credential or equivalent
- Valid California Driver's License
- Valid California Registered Nurse License

Knowledge of:

- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of elementary school pupils
- Educational curriculum and instructional goals and objectives, and the educational trends and research findings pertaining to the elementary age child
- Behavioral management and behavior shaping strategies, techniques and methods, and conflict resolution procedures

Ability to:

- Plan, organize, develop, and conduct a comprehensive teaching, instruction, and behavior management program for elementary pupils
- Provide effective learning experiences for pupils from a wide range of socio-economic and cultural backgrounds
- Perform research and development activities pertaining to curriculum and instruction programs, pilot projects, and innovative programs designed to enhance pupil educational opportunities and experiences for elementary pupils

Physical Requirements:

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. This position requires the ability to respond to pupils' educational physical and behavioral needs. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Body Movements: Regular activities: conduct verbal conversation; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; stand for sustained periods of time; climb slopes, stairs, steps, ramps and ladders; exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction elbow flexion and extension, shoulder extension and flexion, back lateral flexion, knee flexion, ability to push and pull objects weighing up to 100 lbs; demonstrate manual dexterity necessary to operate computer keyboard.

Lifting Requirements: Employees assigned to this classification lift, carry, and/or move objects weighing up to 50 lbs. Occasionally, they may lift, carry, and/or move objects weighing up to 50 lbs.

Vision Requirements: Ability to read handwritten or typed documents, and the display screen of various office equipment and machines; vision which allows accurate observation from a distance.



Additional Physical Requirement: Ability to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction.

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.

Position Environment

School site environment; subject to frequent interruptions, demanding timelines and contact with employees and the public

Exposures, Risks and Hazards

Normal risks and hazards associated with operating computers and computer related equipment.

Governing Board Approved: November 2, 2010

Revised: