

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-3504

JOB TITLE: *District School Nurse*
WORK YEAR: *185-day*

JOB DESCRIPTION: *Under the direction of the Superintendent or designee, conducts a health services program in accordance with state law and district policies and procedures. This position requires clear, concise, and professional communication with the public, employees, and various agencies. The District Nurse must also demonstrate initiative, tact, patience, good judgment, and confidentiality.*

REPRESENTATIVE DUTIES: *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principal job elements.)*

1. Provide physical assessment of students and treatment as allowed within scope of practice **(E)**
2. Assess situations involving students' safety, abuse (physical, sexual, drug) and other health related issues for the purpose of identifying problems, referral for proper treatment, and complying with legal requirements **(E)**
3. Conduct programs (health screenings, vision, hearing, and immunizations, etc.) for the purpose of complying with the law. **(E)**
4. Develop and maintain health and emergency care plans for the purpose of addressing students' health needs **(E)**
5. Assist in planning for emergency care for illness or injury of students/staff on school premises **(E)**
6. Contribute as appropriate to student support programs such as SST, SARB, Section 504 Plans, and/or IEP Team. **(E)**
7. Perform mandated health assessment of all students being assessed for Special Education.
8. Attend and participate in Individualized Education Program (IEP) when there is a health concern. **(E)**
9. Assist in the control and prevention (including implementation of policy on exclusion and readmission) of communicable disease by coordinating with community public health agencies and providing information to staff, students, and parents about protective measures against communicable/infectious diseases **(E)**

10. Monitor contracted personnel and district licensed and unlicensed assistive personnel (UAP) who perform Specialized Health Care Procedures with students requiring such services. **(E)**
11. Conduct staff in-services on health-related matters in the school setting. **(E)**
12. Act as liaison between families, staff, health care providers, and community agencies. **(E)**
13. Participate in the establishment of health-related protocols and policies. **(E)**
14. Submit appropriate documentation for Medi-Cal reimbursement in a timely manner. **(E)**
15. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences. **(E)**
16. *Performs other duties as assigned.*

MINIMUM QUALIFICATIONS:

1. **Knowledge of:**
 - Interpreting medical information and provide school staff with an understanding of student health needs in the school environment and during other school activities.
 - Child and adolescent development (physical, cognitive, behavioral, emotional) and ability to use this information to provide staff with insight to support student health needs
 - The IEP and Section 504 process and related school district policies and procedures.
California Immunization Requirements

2. **Ability to:**
 - Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff
 - Maintain confidentiality on issues concerning program and staff
 - Communicate effectively both orally and in writing
 - Analyze situations accurately and adopt an effective course of action
 - Establish and maintain cooperative and effective working relationships with others
 - Work independently with little direction
 - Meet schedules and timelines
 - Prepare reports as needed for program
 - Follow oral and written directions.
 - Read, write, and speak correct English.
 - Display strong analytical skills
 - Display great flexibility to a constantly changing environment
 - Work independently

PHYSICAL

- **Standing/Walking/Bending/Stooping:** occasionally, stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 27 pounds to waist height.
- **Sit and stand: for extended periods of time.**
- **Push/Pull:** Occasionally; using both hands and arms exerting a force of 10-20 pounds while assisting students, moving furniture and equipment and opening doors, etc.
- **Climbing/Balancing:** Seldom, using step ladder.
- **Kneeling/Crouching/Crawling:** Occasionally; kneeling may be required while assisting students in physical activities. Crouching/crawling not required.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone. Be able to carry, set up, and use screening equipment.
- **Sight/Hearing/Speech:** Constantly; Hear and understand speech at normal levels and on the telephone. See and read the computer screen and printed matter with or without vision aids. Speak so that others may understand at normal levels to small or large groups, and on the telephone.

MENTAL

- Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment.
- Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures.
- Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines.
- Must be able to read/write/speak English, possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation.

WORK CONDITIONS:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, and school district staff, outside agency staff, and the public.

EMPLOYMENT STANDARDS

- *Bachelor's Degree (minimum)*
- *Valid California Registered Nursing License*
- *California School Nurse Services Credential from the Department of Education (or preliminary)*
- *California School Audiometrist Certificate*
- *Current BLS CPR Certificated with AED.*
- *Valid California driver's license.*

EXPERIENCE:

- Five years of experience working in a related field. Pediatric nursing experience is desired, or experience in an educational setting providing health care services.

SALARY: Placement on the Management Salary Schedule
Range 8

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: 12/14/2022