



**LARKSPUR-  
CORTE MADERA  
SCHOOL DISTRICT**

## School Nurse

Department/Division:	Special Education
Reports To:	Director of Special Education/Site Administrator
Provides Direction To:	Clerical Staff
FLSA Exemption Status:	Exempt
Bargaining Unit	Certificated
Date Prepared:	May 15, 2019
Date Adopted by Board:	May 22, 2019
Salary Range:	Certificated Salary Schedule

### **LARKSPUR CORTE-MADERA SCHOOL DISTRICT**

#### **DEFINITION**

Under the supervision of the Director of Special Education and the site administrator, a School Nurse, provides health services which improve student health status and knowledge; assists in the planning and implementation of school health programs in collaboration with school district personnel; works with participating community resources according to current standards of practice; performs health assessments, referrals, and follow-up to remediate or prevent health disorders; conducts health counseling and instruction; conducts the development, implementation and supervision of specialized physical health care services; consults with school personnel about health office operations; consults and assists with student health management strategies and student welfare and attendance problems; and performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

The School Nurse is a professional who works cooperatively with staff, students and community to promote health education and a health services program for pupils in the school district for the evaluation, improvement and protection of the health of pupils and staff in accordance with District policies, state and federal laws. The incumbent must participate in health related 504 and Individual Educational Program (IEP) meetings for the assessment and placement of Special Education students. The School Nurse must perform functions which strengthen and support the educational process as required. The School Nurse is evaluated by the principal. Work Year: 192 days

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

- Participates as a contributing member of the school team.
- Provides school health and nursing services to students; conducts, supervises, and coordinates mandated health screening for vision, hearing, and scoliosis.
- Provides comprehensive health assessments, referrals and follow-up for students of need through the Child Health Disability Prevention (CHDP) program and related services.

- Coordinates and ensures immunization compliance as required by California state criteria.
- Compiles school health reports and statistical information upon request of the school district, county, and state administrators; organizes and records all student health data as required by the District.
- Works cooperatively with health advisory groups such as parent/faculty organizations, pupil and staff groups, school administrators and health-oriented agencies.
- Performs related case management including appropriate referral, follow-up and interagency networking for students identified as needing additional health evaluation and/or health care; interprets health status to student, parents, and appropriate school personnel.
- Oversees the administration of medications; monitors student side effects and notifies appropriate personnel and agencies as required; develops procedures for specialized physical health care services and provides related training and supervision of involved personnel.
- Participates in health related Individual Education Plan (IEP) meetings for the assessment and educational placement of Special Education students; develops and monitors the health service portion of individualized education plans for regular students, including 504 assessment; develops and implements individualized nursing care procedures as necessary.
- Consults and counsels with students, parents, school personnel, and health care providers for developing solutions regarding student health issues such as chronic disease conditions, communicable disease, control, child abuse, substance abuse, mental health, and other problems and concerns.
- Coordinates site health services within the general operation of the school; plans and implements effective communication and public relations with the school community.
- Assists in the development and implementation of emergency health care standards for students and school staff; provides emergency medical care in the event of serious illness or accident, including CPR and First Aid, and activating EMS or other follow-up care.
- Provides appropriate and required health related training for school staff; trains and supervises health assistants and trains special education instructional assistants regarding specified duties in health services; participates in policy/protocol development and review that affects health services.
- Works with clerical staff to notify all appropriate staff members of those students whose records indicate significant health or physical problems which may affect performance in class or which may require emergency treatment.
- Investigates and prepares reports of student accidents which occur at school.
- Monitors the well-being of students and personnel in schools through prevention, control, and management of communicable disease.
- Assists in dealing with health-related student behavior management problems and in resolving welfare and attendance problems and concerns.
- Performs record keeping and reporting that pertains to student services and related nursing tasks according to current practices.
- Prepares for review, reports for assigned school(s), District, and county and state agencies.
- Maintains confidentiality of all health procedures regarding student health.
- Travels to various school sites to perform a variety of nursing duties.
- Assists school personnel as needed to ensure student health and safety; conducts in-service training for school staff as needed.
- Attends appropriate in-service training, workshops, and District/school site meetings.
- Manages caseload, prioritizes work, keeps and maintains accurate records, meets deadlines.

- Maintains professional competence through continuing education course work or experience; keeps informed of current practices and trends in assigned area and meets new safety and/or technology standards.
- Operates a computer, iPad, and other office equipment; use of computer software applications.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Laws and regulations applicable to the role of a School Nurse; public health agencies and local health care resources.
- Medication management of children and adolescents.
- Diagnostic methods for medical conditions and diseases.
- IEP and 504 requirements.
- Accepted testing techniques for hearing, vision, scoliosis, and other screenings.
- Modern medical terminology, equipment, techniques and methods.
- Child/adolescent development and guidance principles related to disabled and/or at-risk youth, including family and community involvement; problems and concerns of disabled and/or at-risk youth.
- Universal precautions and control of infectious diseases.
- Child abuse reporting requirements.
- Administrative practices and procedures, including record keeping and filing practices and procedures.
- CPR, first aid, and appropriate activities for the care and disposition of severely handicapped students in a school setting.
- Methods and practices of performing routine medical/physical care of medically complex students, including administration of medicines, g-tube feedings, trachea care and suctioning.
- Facial, body language and other indicators of physical discomfort and distress in a child who is unable to communicate verbally.
- Technology and computer software applications relative to instruction, administration, and education.
- Oral and written communication skills in English; effective oral communication to conduct and participate in meetings.
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.

### **Ability to:**

- Perform all essential duties of the position.
- Perform job under stressful conditions.
- Screen students for vision, hearing, scoliosis, and other problems.
- Perform technical duties related to assigned components of the IEP program.
- Prepare and deliver oral presentations regarding health and safety issues and communicable diseases; train and provide health information to students and staff.
- Counsel and provide health-related information to parents of school-aged students.
- Identify various health needs, and unusual and critical cases such as child abuse and recommend appropriate action.
- Learn, interpret, apply and explain District, county, state and federal regulations, policies and procedures relating to public health services, infectious disease control, and health education.
- Provide nursing skills to administer health care to severely handicapped children.
- Identify and monitor the physical and mental health of students

- Remain calm and exercise judgment in dealing with emergencies and special health needs.
- Gather and analyze clinical data and prepare reports.
- Collaborate and communicate effectively with team members, including students, staff, District and site administration, county and state representatives, parents, physicians, community members, and all others encountered in the course of work.
- Observe and interpret students' non-verbal communications, including facial expressions, oral sounds, and body language in order to identify potential problems before they become serious.
- Make simple mathematical calculations with speed and accuracy.
- Establish and maintain cooperative and effective working relationships with others; work as a member of a team; accept change.
- Establish and maintain files, accurate records, reports and referrals.
- Understand and carry out oral and written instruction.
- Operate modern office and classroom equipment, including a computer and assigned software, and iPads.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Communicate openly and work productively with a community of diverse opinions and ideas.
- Use tact, patience, and courtesy when dealing with people, and discretion in handling of confidential records.
- Analyze problems and issues and develop appropriate solutions.
- Prioritize, plan, and coordinate work to meet deadlines.
- Communicate effectively both orally and in writing in English.
- Drive a vehicle to various District locations, school sites, and meetings to conduct work; make home visits.

### **EDUCATION, TRAINING, AND EXPERIENCE**

Bachelors' Degree or higher; Masters' Degree preferred in nursing or health services; previous experience in school or public health nursing desirable.

### **LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS**

- Valid California Registered Nurse (RN) license
- Public Health Nurse Certification
- Professional School Nurse Services Credential
- Valid First Aid, CPR and AED certification, issued by an authorized agency, must be maintained
- School Audiometry Certificate
- Valid California Class C driver's license, access to reliable insured transportation between assigned District and school sites, and the ability to maintain insurability.

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **PHYSICAL DEMANDS**

The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach

overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, as much as 50 pounds or more, and up to 80 pounds or more with assistance on an occasional basis. Lift, carry, transfer, and push students in wheelchairs or students with orthopedic impairment. The employee is regularly required to stand or sit for extended periods of time, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, crawl, crouch, make repetitive motions, climb up and down steps, stairs and ramps. Run quickly for brief spurts. Must be physically able to provide rapid response to emergency situations throughout the school campus. The employee may be subject to physical and emotional outbursts by students, including such behaviors as kicking, spitting, scratching, biting and running; should this occur, a meeting will be conducted to discuss preventative actions. The employee is regularly required to hear and speak to exchange information in a proficient manner.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability it adjust focus. The employee must have hand-eye coordination.

### **MENTAL DEMANDS**

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate judgment and professionalism when interacting with District and program personnel, school administrators, managers, staff, vendors, students, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals, including students, parents and District employees; should this occur, the employee must report it to their supervisor. Some stress may be encountered while performing the duties of this position.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees regularly work in an indoor environment, a classroom environment, and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are subject to exposure to minor contagious illnesses, blood and other bodily fluids and possible exposure to blood borne pathogens; working around and with equipment having moving parts; performing physical labor. The noise level is usually moderate, but occasionally loud. The employee frequently drives to District sites, training facilities, community meetings and other locations as needed. The employee is subject to constant interruptions.

### **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

Participate in employer mandated training and re-training programs.