

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION REVISED

TITLE

Lead School Nurse

REQUIRED QUALIFICATIONS

EDUCATION:

Valid California Registered Nurse License and California Credential authorizing services as a school nurse; Bachelor's Degree in Nursing or related field; American Heart Association or American Red Cross CPR Certificate and First Aid Certificate; Valid Audiometric Certificate

DESIRED:

Master's Degree or higher in Nursing or Related Field; Public Health Nursing Experience and/or previous School Nurse/Leadership Experience

SKILLS:

Ability to establish and maintain cooperative and effective working relationships with students, staff, parents, and administrators; skills in communicating verbally and in writing with individuals from varied educational and cultural backgrounds, directing support personnel; ability to perform a variety of specialized and job related tasks, maintain records, meet schedules and deadlines; and knowledge of evaluative techniques, health rules, and regulations.

EXPERIENCE:

Prior job related experience.

BRIEF DESCRIPTION OF POSITION

Under the supervision of the ~~Executive~~ Director, ~~Special Services~~ **Student Services**, the Lead Nurse performs all duties and responsibilities related to preventative health, health assessment, and referral procedures for students; organizes, coordinates, and directs the programs and activities of school health services; coordinates and provides training for ~~District health programs~~ for all District schools **as needed**. Additionally, may be required to fulfill school nurse functions as needed, and other related work as required.

ESSENTIAL FUNCTIONS

- Directs, ~~supervises~~, monitors and schedules assigned health staff.
- Represents the District in working with community groups, agencies, and professional organizations to meet the health needs of students.
- Supervises District nurse care as designated by State Board of Registered Nurses.
- Effectively and timely coordinates, reviews and documents all health services provided for the District for the purposes of LEA and MAA Medi-Cal billing in accordance with state and federal guidelines.
- Assesses and evaluates the health and developmental status of selected students through nursing diagnosis and the use of appropriate evaluative techniques.
- Works cooperatively with ~~health staff~~ **District School Nurses** to assess health needs related to learning and determines appropriate ~~educational~~ **health** plans.

ESSENTIAL FUNCTIONS (continued)

- Evaluates and submits data for annual reports.
- Supervises, **may** conduct and/or arrange for mandated vision, hearing, scoliosis screenings and follow-up at all school sites
- Monitors required annual state reports and mandated cost reimbursement ~~forms monthly~~ **program** for all assigned staff ~~and departments~~.
- Serves as a resource to all staff for health instruction, provides health education resource materials for classroom teachers, and provides student instruction of selected health topics and issues.
- Supervises and/or assesses district-wide student population for compliance with immunization laws and any other required health regulations.
- Interprets immunization regulations, monitors compliance, and completes required state and county immunization reports; and coordinates services of health staff to provide immunization clinics for students.
- Serves as liaison for the health department on communicable diseases and immunizations.
- ~~Coordinates and administers in conjunction~~ **May assist** with other health staff PPD (TB) skin testing and clinics for district employees and volunteers.
- Supervises and implements state policies concerning the administration of medication.
- Updates and writes current health protocol for the District to inform staff, parents, and community of changes.
- Develops specialized health care procedures for special needs students and the training of support staff.
- Actively participates as a member for the crisis intervention team and/or school disaster preparedness team as directed.
- Completes health and developmental history, and special education updates as needed.
- Thoroughly follows District policies and procedures, and performs other related duties as assigned.

OTHER JOB FUNCTIONS

- Develop and apply policies and regulations for student health services, and provide updates to District administrators.
- ~~Present~~ **May assist or provide** parent information ~~meetings~~ as directed on **health related** topics ~~such as growth and development, child abuse prevention and substance abuse.~~
- Conduct staff in-services on selected health topics and related issues.
- ~~Instruct~~ **May assist with** CPR/first aid/emergency/disaster preparedness classes for District personnel as required.
- ~~Schedule student services for the District including diabetic management, specialized health care procedures and oral screenings.~~ **health related services and screenings for District students.**
- Initiate new and innovative programs in a collaborative team method.
- Relate in a positive manner with adults, children, and other employees.
- Participate and assist in the recruitment, interviews, and assignment of health staff.
- Understand and carry out oral and written instructions, policies, and procedures.
- Communicate effectively and tactfully in both oral and written forms so as to maintain and/or establish good public relations.
- Exercise confidentiality, independent judgment and problem solving skills related to specific areas of responsibility.

OTHER JOB FUNCTIONS (continued)

- Inform teachers, administrators, and counselors of physical or health liabilities of students, as well as train on the procedures and protocols necessary to support those students.
- Attend all District meetings as required.
- Possess knowledge of specialized health care procedures; current medical and first aid procedures; state and District laws, rules and regulations pertaining to school health care; general laws, rules and regulations pertaining to special education; and safety rules and regulations.
- Work independently with little direction.

PHYSICAL REQUIREMENTS

Significant physical abilities include sitting for prolonged periods, lifting/carrying, reaching/handling/fingering/feeling, talking/hearing normal conversation and other sounds, near and far visual acuity/visual accommodation.

OTHER REQUIREMENTS

TB test clearance, Department of Justice fingerprint clearance, valid driver's license, and proof of insurability.

~~10/15~~ 11/24