INFORMATION SHEET 10/13/15 TRUSTEES' MEETING

Item: 6.1

To: Jim Bridges

For: Board of Trustees

From: Nancie Castro

Re: District Nurse Position

We are proposing to create a position of District Nurse. The job description and salary schedule are included. The salary would be for a full time person, but we plan to post the position for 24 hours per week, so the salary would be prorate to 60% of the amount indicated on the salary schedule.

Recommended Action: Please approve the position, Salary Schedule and Job Description for District Nurse

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JOB DESCRIPTION

POSITION: District Nurse

SALARY PLACEMENT: Certificated Management Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
Bachelor's degree from an accredited college or university in job related area.
Valid California Nursing License issued by the Board of Registered Nursing

MINIMUM EXPERIENCE:
Two (2) years of experience in performing health care services, preferably in a student health facility desirable.

CREDENTIALS AND/OR SKILLS/KNOWLEDGE AND ABILITIES:
California Health Services Credential
Valid Cardiopulmonary resuscitation (CPR) certification
Correct oral and written English usage, spelling, grammar and punctuation; school nursing services and procedures; total education program including an understanding of current practices and trends relating to school health and factors influencing the learning process; California Education Code relating to the responsibilities of a school nurse; recordkeeping techniques; effective and efficient communication techniques; interpersonal skills using tact, patience and courtesy; child growth and development principles; behavioral management strategies; understanding and knowledge of development of school age children; perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions; train and supervise personnel performing specialized physical health care procedures; prepare and maintain comprehensive student health records; prepare and present comprehensive health reports, including state-mandated reports.

If required to operate a motor vehicle in the course of work, must possess the appropriate California operator's license and maintain vehicle insurance as required by State law.

SUMMARY OF POSITION:
To manage a health services program for the assessment, evaluation, maintenance and improvement of the health of students; strengthen and facilitate the educational process by improving and protecting the health status of students; participate in the identification of and assisting in the removal or modification of health-related barriers to learning in individual students; promote the prevention of illness and disability as well as early detection and correction of health problems.

ESSENTIAL FUNCTIONS:

Essential functions may include, but not limited to:

1. Administer basic health care and First Aid for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
2. Assess and evaluate the health and developmental status of pupils for the purpose of identifying physical disorders and other factors affecting the learning process, and communicating with the primary care provider.
3. Participate in IEP, 504 and SST meetings when appropriate, and contribute information in order to modify the pupil's individualized education/health plan.
4. Collaborate with parents, students, health care providers, and/or other agencies for the purpose of promoting needed treatment, securing information and complying with legal requirements.
5. Conduct programs and/or activities (e.g. training, hearing, vision, color vision, immunization review, scoliosis screening, etc.) for the purpose of ensuring compliance with government mandated requirements.
6. Design and implement health maintenance plans for the purpose of addressing students' health needs, incorporating health care directions from parents and/or physicians.
7. Maintain communication with parents and all involved community practitioners and agencies for the purpose of promoting needed treatment and securing reports of findings pertinent to educational planning.
8. Maintain health care plans, medical emergency cards, immunization records of all site students for the purpose of ensuring compliance with state law and providing information required for intra-district transfer of records as needed.
9. Monitor all student medications administered at school as prescribed by a physician for the purpose of ensuring compliance with state law.
10. Prepare a wide variety of written materials (e.g. reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information in compliance with state law.
11. Promote the participation by district students in affordable, comprehensive health coverage programs by providing information on coverage to children of low to moderate income working families.
12. Refer students and his/her parent/s or guardian/s requiring further medical attention and provides appropriate community resources of necessary services and assuring continuity of health service and care.
13. Counsel pupils, parents and school staff by exploring health-related attendance problems.
14. Report cases of suspected child abuse for the purpose of ensuring compliance with all related requirement of the law.
15. Report students with reportable contagious diseases to local public health authorities for the purpose of minimizing infection and complying with legal requirements.
16. Respond to medical emergency situations for the purpose of addressing immediate safety concerns.
17. Serve as the medical liaison for special education students (e.g. perform vision and hearing assessment for initial and triennial reassessments, review the health and developmental history of each child, attend individualized education program meetings as needed, etc.) for the purpose of ensuring compliance to state mandate.

18. Train and supervises staff in performing specialized physical health care procedures (e.g. catheterizations, suctioning, etc.) for the purpose of ensuring that procedures that require medically related training are performed in compliance with state law.
19. Perform TB screenings.
20. Maintain and test AED machines at all sites.
21. Interpret the school health program and its services to the community.
22. Conduct health appraisals and screenings.
23. Perform other related tasks as assigned.

DIRECTLY RESPONSIBLE TO:
Director of Special Education

PHYSICAL ENVIRONMENT:
Must be able to exert 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects, hear and speak to conduct normal in-person and telephone conversations, and sit, walk or stand for extended periods.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and outdoors in an educational and standard environment. Employees will come in contact with students, parents, and school district staff. Exposure to blood-borne pathogens and bodily fluids.

BOARD APPROVED:
October 13, 2015