

## **DISTRICT NURSE**

### **PRIMARY FUNCTION:**

Under the supervision of the Coordinator, Student Interventions, the nurse shall organize, implement and evaluate the health service program to strengthen the educational process through improvement of the health status and knowledge of children. The Nurse shall work with other District employees and parents in creating an overall work environment conducive to appropriate learning.

### Professional Responsibilities

1. Compile health reports and statistical information as required by the state and District. Maintain accurate records.
2. Maintain personal standards of grooming compatible with the contract.
3. Maintain standard of promptness in carrying out assignments.
4. Maintain understanding of current educational trends and developments through professional literature, site and district meetings, and attending conferences.
5. Meet obligations as specified by the Education Code and Board Policy.
6. Meet professional and education standards required of all District Nurses.
7. Participate in Professional Learning Community work.

### **ESSENTIAL FUNCTIONS:**

#### Nursing

1. Administer medication as needed to children with diabetes and provide ongoing monitoring of blood sugar levels to ensure the health and safety of these students.
2. Assess and evaluate the health and development status of selected students through nursing diagnosis and the use of appropriate evaluation techniques.
3. Assist staff with the implementation of family life curricula as requested.
4. Communicate with parents/guardians/physicians through a variety of means to report and interpret health problems of students and refer students to appropriate health resources.
5. Conduct a program of communicable disease control (including Tuberculosis screening), and assist in the enforcement of District policy concerning communicable diseases.
6. Conduct scoliosis screenings for mandated grade levels.
7. Counsel students/parents/staff regarding students' health problems.
8. Develop and maintain relationships with community agencies to assist families in meeting the health needs of students.
9. Implement, follow and supervise school staff related to District policy regarding dispensation and storage of prescribed medication.
10. Maintain District health records on all students.
11. Provide health related information as students transition from our District to high school.
12. Provide supervision of emergency nursing service for ill and injured pupils or staff during the working day.
13. Provide training of health technicians, health aides, Licensed Vocational Nurses and other staff members as needed.
14. Serve as a resource at Student Study Team and IEP meetings to assist in meeting student health needs.

#### Other Duties and Responsibilities

Under the direction of his/her supervisor, the District Nurse may be assigned to:

1. Cooperate with District offices in distributing and collecting paperwork, e.g., referral forms, surveys, to facilitate communication and adhere to regulations and policies.
2. Participate in material selection and curriculum development programs within the scope of assignment.
3. Participate in school, District and community related activities such as Health Fairs, wellness activities and BTSA seminars.
4. Plan and coordinate the work of paraprofessionals, and as requested by the supervisor, participate in the selection of these employees.

**QUALIFICATION STANDARDS:**

Ability – Above average recommendations from supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment and professional performance.

**EXPERIENCE/EDUCATION/CREDENTIALS:**

Successful completion of a Nursing Program resulting in designation of Registered Nurse. Must have or be eligible for a School Nurse Credential.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality and use discretion.

**WORKING CONDITIONS:**

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information and make presentations.
- Lifting to assist students; lifting to move equipment and materials.
- Restrain students who are becoming physically aggressive.
- Seeing to read, prepare and review a variety of activities and to monitor student health and activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around offices, campuses, and community.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.
- Potential exposure to physical injury from aggressive behavior.