

Beaumont Unified School District
JOB DESCRIPTION

TITLE: School Nurse

CLASSIFICATION: Certificated

REPORTS TO: Director of Special Education,
Student Services, and/or Designee

SALARY SCHEDULE: 103

WORK YEAR: 197 Days

TITLE: School Nurse

REPORTS TO: Director of Student Services

CLASSIFICATION: Certificated

WORK YEAR: 197 Days

GENERAL DESCRIPTION:

~~To conduct a health services program at schools as specified for the evaluation, improvement and protection of the health of pupils in accordance with the State laws and District policies and procedures. Administer first aid according to established procedures; conduct a variety of health screenings; prepare and maintain accurate student medical records.~~
Under the direction of the Director of Special Education, Student Services, and/or Designee, the School Nurse develops and maintains a broad program of health education and services designed to protect, maintain, and enhance the health of students. This position strengthens and facilitates the educational process by identifying and remediating health related barriers that may impede the ability of students to learn.

DUTIES AND RESPONSIBILITIES:

- ~~Administers~~ first aid or nursing care for accidents, seizures, preventive medicine, and other educational-related medical problems; provides CPR and minor first aid to school employees as needed; **E**
- Responsible for administering health, hearing, vision, and coordinating dental screenings; **E**
- Maintains and monitors stock of first aid supplies; ~~assure~~ ensures medical equipment is in proper working condition; orders supplies and equipment as needed in coordination with site staff; **E**
- Dispenses and retains medication and performs medical treatment in accordance with physician's instructions within District guidelines; **E**
- Plans, assesses, and evaluates the health and development status of students (including mandated screenings) affecting the learning process; **E**
- Refers students to appropriate personnel, resources, or clinics and follow-up as necessary; **E**
- Maintains health records and medical logs; updates immunization and student records as needed; prepares and submits periodic medical reports for appropriate organizations or District personnel and assures compliance with established laws and regulations; **E**
- Collaborates with site Licensed Vocational Nurses (LVNs) and Registered Nurses (RNs) to develop student care plans;
- Attends 504 and Individualized Education Program (IEP) meetings to address health concerns for students; **E**

- Interprets immunization requirements and rationale to staff, students, and parents; assists parents in complying with District immunization requirements; E
- Identifies, implements, and evaluates health and nursing needs and makes recommendations about goals and services through the students' IEP, 504, and/or Health Care Plan; E
- ~~Participate in screening for health defects and sanitary conditions in schools.~~
- Maintains current knowledge of medical advances and information, public health issues and treatment procedures; E
- Communicates with various community health agencies and civic organizations to exchange information, coordinate activities, and help obtain student needs such as medication, glasses, hearing aids, and clothing as needed; E
- Conducts training for students, parents, school staff, and third-party service providers as required; E
- Provides professional supervision to LVNs, per Education Code 49422; E
- Teaches, supervises, monitors, and evaluates Specialized Physical Health Care Services (SPHCS) procedures provided to identified students; E
- ~~Perform related duties as assigned.~~
- ~~Conduct height, weight, vision, hearing, scoliosis and other health screenings as required; provide screening for head lice and observe students on a regular basis to detect health needs.~~
- ~~Refer students to appropriate personnel, resources or clinics and follow up as necessary.~~
- ~~Maintain health records and medical logs; update immunization and student records as needed; prepare and submit periodical medical reports for appropriate organizations or District personnel and assure compliance with established laws and regulations.~~
- ~~Dispense and retain medication and perform medical treatment in accordance with physician's instructions within District guidelines.~~
- ~~Communicate with various community health agencies and civic organization to exchange information, coordinate activities and obtain student needs such as medication, glasses, hearing aids and clothing as needed.~~
- ~~Conduct training for students, parents and school staff as required.~~
- Provides information and makes recommendations to principals, substitutes, teachers site staff and parents regarding health issues of students and school health program needs, develops programs to meet school health needs; E
- Makes home visits as required; authorizes re-admission to school;
- Performs job assignment safely for the purpose of protecting people and property; E
- Performs other related duties as assigned.

E= Essential function

JOB REQUIREMENTS/QUALIFICATIONS

Credentials and Education:

- Bachelor's Degree from an accredited university;
- Valid School Nurse Services Credential for TK-12 setting.

Experience:

- One year of successful experience in public health or pediatric nursing experience or comprehensive nursing experience.

Licenses, Certifications, and Testing:

- Valid Registered Nurse license issued by the State of California;
- Ability to obtain a School Audiometrist License (Education Code section 44879; California Code of Regulations, -Title 17, Section 2950) within a year of employment;
- Pass a pre-employment physical and drug test;
- A current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel;
- Must possess a valid California Driver License during the course of employment and be insurable by the District's liability insurance carrier.

KNOWLEDGE OF: ~~knowledge and skills of:~~

- First aid, CPR, and nursing practices and procedures;
- Various health-screening practices, procedures, and techniques;
- ~~Oral and written communication skills.~~
- ~~Record-keeping techniques.~~
- Policies and objectives of assigned program and activities;
- ~~Interpersonal skills using tact, patience and courtesy.~~ Health and safety policies, practices, procedures, and regulations;
- Maintain current knowledge of county or state required protocols for reporting contagious diseases;
- Principles, methods, and strategies of public education;
- Conflict resolution and mediation strategies;
- Student and assessment database management;

- Rules, regulations, policies, and procedures related to public education; state and federal laws;
- Standard office equipment and computer applications including Microsoft Office and Google environments, with expertise in Excel, PowerPoint, and Adobe;
- Modern office methods, procedures, and equipment, including record-keeping principles, methods and procedures, filing systems, and letter and report writing.

- ~~Contagious diseases.~~

School Nurse
Job Description
Page Two

ABILITY TO: ~~ability to:~~

- Administer first aid according to established procedures;
- ~~Complete work with many interruptions.~~
- ~~Determine appropriate action within clearly defined guidelines.~~
- Observe health and safety policies, practices, procedures, and regulations;

Board Approved:TBD

- Conduct a variety of health screenings;:-
- Prepare and maintain accurate student medical records;:-
- Make referrals and perform follow-up;:-
- Maintain medical equipment in proper working condition;:-
- Understand and follow written prescriptions;:-
- ~~Communicate effectively both orally and in writing.~~
 - ~~Establish and maintain cooperative and effective working relationships with others.~~
 - Maintain current knowledge of technological advances in the field;:-
 - Have a high tolerance for ongoing stressful situations;
 - Work with deadlines and under pressure;
 - Maintain the confidentiality and security of sensitive information;
 - Compile and maintain accurate records and files;
 - Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
 - Read, interpret, apply, and explain rules, regulations, policies, and procedures related to public education, and specific to Beaumont Unified School District; and apply them with good judgment in a variety of situations;
 - Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
 - Understand and follow verbal and written instructions in English;
 - Learn and support new and fast-changing technologies;
 - Promote team building and a positive work environment;
 - Maintain a neat and clean appearance, and courteous demeanor at all times;
 - Be flexible, exhibit integrity, and exercise mature judgment;
 - Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience and courtesy while demonstrating exemplary customer service in working with students, staff and the public.

PHYSICAL ABILITIES AND WORKING CONDITIONS:

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

1. Mobility
2. Use of depth perception and ability to focus
3. Standing, walking
4. Sitting
5. Twisting, stooping, bending over
6. Crawling, climbing
7. Reaching overhead-above the shoulders
8. Crouching, kneeling, and balancing
9. Pushing or pulling

<u>Number of Hours</u>				
<u>0-2</u>	<u>3-4</u>	<u>4-5</u>	<u>6-8</u>	<u>N/A</u>
			<u>X</u>	
			<u>X</u>	
		<u>X</u>		
<u>X</u>				
		<u>X</u>		
		<u>X</u>		
	<u>X</u>			
		<u>X</u>		

- 10. Lifting or carrying up to 50 lbs.
- 11. Hearing acuity for conversations or other sounds
- 12. Use of voice in face to face conversations or during telephone conversations
- 13. Gross muscle use of arms and legs
- 14. Handling, grasping, and feeling objects
- 15. Repetitive use of dominant hand
- 16. Fine dexterity with both hands
- 17. Exposure to stairs, ramps or uneven ground
- 18. Working around equipment and machinery having moving parts and generating heat
- 19. Contact with toxic substances
- 20. Exposure to dust, gas, or fumes
- 21. Work in varied temperatures
- 22. Work outdoors in all weather conditions
- 23. Operating a motor vehicle
- 24. Use of a ladder
- 25. Subject to frequent interruptions
- 26. Viewing a computer monitor
- 27. Contact with distraught or abusive individuals

	<u>X</u>			
			<u>X</u>	
		<u>X</u>		
			<u>X</u>	
	<u>X</u>			
		<u>X</u>		
	<u>X</u>			
		<u>X</u>		
		<u>X</u>		
		<u>X</u>		
<u>X</u>				
	<u>X</u>			
<u>X</u>				
		<u>X</u>		
	<u>X</u>			
		<u>X</u>		

EDUCATION/EXPERIENCE:

~~Baccalaureate or higher degree from a regionally accredited college or university
 A minimum of one year of successful public health or pediatric nursing experience, or comprehensive nursing experience.~~

LICENSES/REQUIREMENTS:

- ~~• Valid driver's license~~
- ~~• Valid Registered Nurse license issued by the State of California~~
- ~~• School Nurse Services Credential~~
- ~~• School Audiometrist License (Education Code section 44879; California Code of Regulations, Title 17, section 2950)~~