

Beaumont Unified School District

JOB DESCRIPTION

TITLE: Expanded Learning Opportunity Program Nurse

CLASSIFICATION: Certificated

REPORTS TO: Director of Expanded Learning and/or Designee

SALARY SCHEDULE: TBD

WORK YEAR: 227 Days

GENERAL DESCRIPTION:

Under the direction of the Director of Expanded Learning and/or Designee, the Expanded Learning Opportunity Program 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 of the Expanded Learning Opportunities Program by identifying and remediating health related barriers that may impede the ability of students to learn.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Monitors and supports the health needs of students participating in the Expanded Learning Opportunities Program and provide health care services and supervision to students for a minimum of thirty (30) days outside the traditional instructional calendar for students, which may include but are not limited to intersessions, holiday camps, summer programs, and Saturday School; **E**
- Administers first aid or nursing care for accidents, seizures, preventive medicine, and other educational-related medical problems; provides CPR and first aid to school employees as needed; **E**
- Responsible for health, hearing, vision, and dental screenings; **E**
- Maintains and monitors stock of first aid supplies; 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) to identify specific medical disorders and health issues 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 to compile student care plans for any student attending an Expanded Learning Opportunities Program; **E**
- Attends 504 and Individualized Education Program (IEP) meetings to address health concerns for students participating in the Expanded Learning Opportunities Program as needed; **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**

- Maintains current knowledge of medical advance 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 at assigned work site; **E**
- Teaches, supervises, monitors, and evaluates Specialized Physical Health Care Services (SPHCS) procedures provided to identified students; **E**
- Provides information and makes recommendations to site staff and parents regarding health issues of students and school health program needs, develop programs to meet school health needs; **E**
- Make home visits as required; authorize re-admission to school;
- Performs job assignment safely for the purpose of protecting people and property; **E**
- Performs other duties as assigned. **E**

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;
- School Audiometrist License (Education Code section 44879; California Code of Regulations, Title 17, section 2950);
- Pass 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 and skills of:

- First aid, CPR, and nursing practices and procedures;
- Various health-screening practices, procedures, and techniques;
- Policies and objectives of assigned program and activities;

- Health and safety 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.

Ability to:

- Administer first aid according to established procedures;
- Observe health and safety regulations;
- 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;
- 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.

	Number of Hours				
	0-2	3-4	4-5	6-8	N/A
1. Mobility				X	
2. Use of depth perception and ability to focus				X	
3. Standing, walking			X		
4. Sitting	X				
5. Twisting, stooping, bending over			X		
6. Crawling, climbing			X		
7. Reaching overhead-above the shoulders			X		
8. Crouching, kneeling, and balancing		X			
9. Pushing or pulling			X		
10. Lifting or carrying up to 50 lbs.		X			
11. Hearing acuity for conversations or other sounds				X	
12. Use of voice in face to face conversations or during telephone conversations			X		
13. Gross muscle use of arms and legs				X	
14. Handling, grasping, and feeling objects		X			
15. Repetitive use of dominant hand			X		
16. Fine dexterity with both hands		X			
17. Exposure to stairs, ramps or uneven ground		X			
18. Working around equipment and machinery having moving parts and generating heat			X		
19. Contact with toxic substances			X		
20. Exposure to dust, gas, or fumes			X		
21. Work in varied temperatures			X		
22. Work outdoors in all weather conditions	X				
23. Operating a motor vehicle		X			
24. Use of a ladder	X				
25. Subject to frequent interruptions			X		
26. Viewing a computer monitor		X			
27. Contact with distraught or abusive individuals			X		