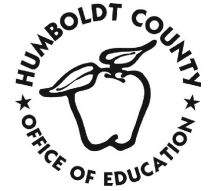


HUMBOLDT COUNTY OFFICE OF EDUCATION
CERTIFICATED JOB DESCRIPTION

SCHOOL NURSE



Garry T. Eagles, Ph.D.
Superintendent

General Description

The School Nurse shall report directly to the designated program administrator and assume responsibility for program planning, coordination and implementation of student health services as prescribed by the Education Code and other applicable state/federal law. The School Nurse shall observe, consult with and assist other school personnel regarding the various health related needs of students, both those enrolled in regular and special education programs. The School Nurse shall also serve as a liaison between the school and community-based medical/health service providers and agency representatives.

Minimum Qualifications

1. Possess and maintain a valid California credential authorizing the performance of school nursing services and current Board of Registered Nursing license.
2. Demonstrate competence in communicating effectively with children and parents, staff members and representatives of other agencies.
3. Possess specialized skills, experience and training in a broad range of school/public health issues, including the development and presentation of related curriculum.
4. Demonstrates knowledge of an experience with various community resources associated with the health/medical field.

Duties and Responsibilities

1. Assists the IEP Team with student assessment for students with special education and medical needs.
2. Conducts an array of mandated assessments including vision, hearing and scoliosis screenings at various grade levels.
3. Assures that students comply with immunization laws and related local school procedures.
4. Assesses health and development status of referred students and identifies specific physical disorders relating to the learning process.
5. Communicates with primary health care providers as needed and serves as liaison between the school and community resources.

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6. Interprets assessment data for parents, teachers, administrators and other professionals working with students and supplies information on legal requirements when appropriate.
7. Designs and implements a health maintenance plan to meet the individual health needs of students.
8. Refers students and families to appropriate community resources for necessary services.
9. Implements a comprehensive health instruction curriculum for students as outlined in the Education Code.
10. Counsels with students, family members and staff regarding health-related problems.
11. Oversees and administers as needed medication services for students as required by law and as prescribed by the primary health care provider.
12. Performs specialized health care services in accordance with appropriate medical practices and in conformance with law and district policies.
13. Designs and conducts related inservice programs for teachers, aides, administrators and agency representatives working in the school setting.
14. Establishes and maintains comprehensive student/program files as required.
15. Supports the policies and programs of the Humboldt County Office of Education and performs assigned duties consistent with school, district or office policies, regulations and procedures.
16. Maintains professional competency by actively engaging in employer directed inservice activities and other similar opportunities provided to staff.
17. Cooperatively engages in the professional evaluation process with supervisor to ensure ongoing professional growth and competence.
18. Effectively communicates with staff, parents and agencies.
19. Attends regular and special staff meetings and actively participates as a member of the educational team.
20. Responds effectively to the input from and coordinates tasks with district/school personnel as required by assignment.
21. Assists with film preview and health textbook selection.
22. Obtains and disseminates current health-related information to school district personnel, parents and students.

23. Provides consultation to districts on development and/or revision of health policies and procedures.
24. Provides leadership and consultation to school staffs when medical emergencies occur.
25. Participates with state, county and community agency personnel in the planning, coordination and implementation of school-based health and welfare programs.
26. Performs other related duties.

Special note regarding the physical demands of teaching: There is some degree of physical ability and exertion required of all teaching positions. Over time, the physical demands of any position are subject to change. Depending upon the particular assignment, teachers could be expected to:

1. Stand, sit and/or move about for sustained periods.
2. Move about in non-traditional instructional environments; i.e., areas of the community.
3. Report to multiple worksites in a given day or during the work week.
4. Communicate effectively in-person and via telephone and other electronic media to individuals and groups of varying sizes.
5. Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.
6. Conduct instructional programs within pre-designated break periods and time schedules.
7. Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors not always within the ability of the teacher to control at the time.

The Humboldt County Office of Education is committed to the principles of equal employment opportunity. Consistent with that philosophy is the receptivity to consider requests to modify the traditional modes of delivering instructional services to reasonably accommodate an individual's disabilities as long as the quality of the program offered remains consistent with the standards established by the office.

For further information concerning the specific requirements of any particular assignment, please contact the Personnel Office.

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