

HUNTINGTON BEACH CITY ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: DISTRICT NURSE

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Educational Services, plan, organize, and implement a District health services program for the evaluation, improvement, and protection of the health of pupils and school personnel in accordance with State law and District policies and regulations.

REPRESENTATIVE DUTIES:

Assess and evaluate the health and development status of pupils through nursing diagnosis; encourage professional treatment to individuals detected with health problems. E1

Informs teachers of physical or health liabilities of students. E1

Oversee the administration of medication; monitor student side effects and notify appropriate personnel and agencies as required; supervise non-licensed staff in performing medical procedures, such as G tube feeding, tracheotomy suctioning and replacement, and catheterizations. E1

Oversee, prepare, and maintain a variety of State and other required reports. E1

Coordinate and conduct vision, hearing, scoliosis, and color screenings for assigned grade levels in accordance with State laws and District policies. E1

Assess the completeness and accuracy of immunization records of new pupils and assure compliance with requirements of State laws. E1

Participate in health related Individual Education Program (IEP) meetings for the assessment and placement of Special Education students; conduct health and developmental assessments for students; collaborate with IEP Teams to develop and implement Individual Student Health Plans (IHSP) as appropriate; develop and implement individualized nursing care procedures as necessary. E1

Provide assistance in the placement of exceptional students, including development of a health history. E1

Provide oversight of LEA Medi-Cal Billing Program. E3

Provide follow-up on correction of detected health problems; interpret findings and make recommendations to parents and school personnel; conduct conferences; assist in making referrals to appropriate agencies. E1

Update policies and procedures to maintain compliance with State, County, and District regulations. E2

Coordinate District CPR and First Aid Training. E1

Maintain standards of first aid and emergency care to minimize accidents and illnesses in the school. E1

Monitor compliance with communicable disease policies and procedures. E2

Maintain accurate school health records and statistical data. E1

Plan the activities of the Health Clerk and coordinates with site administrators regarding the required duties of the Health Clerk. E1

Conduct home visits as necessary. E1

Process home teaching referrals. E1

Collaborate with School Readiness Nurse and other District staff to conduct assessments and provide health services to students. E1

Provide health instruction and health counseling to pupils as appropriate; provide in-service training to staff as assigned; provide health counseling services to staff and parents as appropriate; inform teachers of physical or health liabilities of pupils. E2

Provide inservice for family life, drug abuse education, and other health topics. E2

Participate in various District committees such as, but not limited to, the District Health Council. E3

Participate in various County and District meetings for information and professional development. E3

Cooperate with community agencies for effective use of community and District resources. E3

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Medication effects and proper administration procedures.
- Proper operation of specialist health assessment instruments.
- Modern medical terminology, equipment, and techniques.
- Accepted methods and principles of personal hygiene.

- Diagnostic methods of medical conditions and diseases.
- IEP requirements.
- Accepted testing techniques for hearing, vision, scoliosis, and other screenings.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Public health agencies and local health care resources.
- Health and safety regulations.
- Modern office practices, procedures, and equipment.
- Record keeping techniques.

Ability To:

- Make generalizations, evaluations, or decisions without immediate supervision.
- Analyze situations accurately and adopt an effective course of action during routine emergency situations.
- Identify various health needs and unusual and critical cases, such as child abuse, and recommend appropriate action.
- Prepare and deliver oral presentations regarding health and safety issues and communicable diseases.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Perform technical duties related to assigned components of the IEP program.
- Prioritize and schedule work.
- Assign and review the work of others.
- Train and provide work direction to others.
- Read, interpret, apply, and explain District/department objectives, goals, rules, regulations, policies, and procedures.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Understand and work within scope of authority.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Work confidentially with discretion.
- Accept and carry out responsibility for direction, control, and planning.

EDUCATION AND EXPERIENCE:

Bachelor's degree, including all courses needed to meet credential requirements.

LICENSES AND OTHER REQUIREMENTS:

- Possession and maintenance of a School Nurse Services Credential,

- Possession and maintenance of a valid Registered Nurse license by the State of California,
- Certification in Audiometry and Audiology is required,
- Possession and maintenance of CPR and First Aide certification, and
- Possession and maintenance of a valid California Driver's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must be able to independently lift and/or move up to 25 pounds and lift and/or move more than 25 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters. While performing the essential functions of this job, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee primarily works in office and school settings. The employee will drive their personal vehicle to various district properties. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environments described is usually moderate.