

COLUSA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL NURSE

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide school health and nursing services to Colusa County Office member districts; promote health and prevention education and safety; refer students, parents or guardians to appropriate community resources for recommended health service programs; participate in health related Individual Educational Program (IEP) meetings for the assessment and placement of Special Education students.

REPRESENTATIVE DUTIES:

Provide school health and nursing services to Colusa County Office member districts, conduct required health screening for vision, hearing, scoliosis and others; prepare and maintain related health records and State reports. **E**

Promote health and prevention education and safety; conduct staff education and in service training meetings related to specialized health conditions, procedures, medications and others. **E**

Participate in health related Individual Educational Program (IEP) meetings for the assessment and placement of Special Education students; prepare health and development programs for students; develop and implement individualized nursing care procedures as necessary. **E**

Refer students, parents or guardians to appropriate community resources for recommended health service programs; recommend auxiliary services for economically disadvantaged students as appropriate. **E**

Oversee the administration of medication, monitor student side effects and notify appropriate personnel and agencies as required. **E**

Provide consultation and assist school staff, students, and families with communicable disease control, first aid, student health assessments, school site health and safety assessment, child abuse concerns and reporting requirements. **E**

Operate and maintain a variety of specialized equipment, such as audiometer, otoscope and others; assure proper working condition of equipment. **E**

Prepare and maintain a variety of State and other reports as required, such as student progress reports, immunization, hearing, vision, CHDP and others. **E**

Conduct home visits as necessary; evaluate health and medical care requirements and refer to appropriate health services. **E**

Assist with immunization and first grade entry health exam requirements as assigned.

Attend community organization meetings, such as the Child Abuse Prevention Council and others as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Medication effects and proper administration procedures.
Proper operation of specialized health assessment instruments.
Modern medical terminology, equipment and techniques.
Accepted methods and principles of personal hygiene.
Diagnostic methods for medical conditions and diseases.
IEP requirements.
Accepted testing techniques for hearing, vision and 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:

Screen students for vision, hearing, scoliosis, and other problems.
Perform technical duties related to assigned components of the IEP program.
Analyze situations accurately and adopt an effective course of action during routine and emergency situations.
Train and provide health information to parents, students and staff.
Prepare and deliver oral presentations regarding health and safety issues and communicable diseases.
Identify various health needs, and unusual and critical cases such as child abuse, and recommend appropriate action.
Maintain records and prepare comprehensive reports according to established County Office rules, regulations and State mandates.
Counsel and provide health-related information to parents of school-aged students.
Establish and maintain files, records, reports and referrals.
Communicate effectively both orally and in writing.
Plan and organize work.
Read, interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in nursing, health education or closely related field, and some experience working in a Special Education environment.

LICENSES AND OTHER REQUIREMENTS:

Current valid California State License at the level of a Registered Nurse.
School Nurse Services Credential.

Valid California driver's license.
Valid first aid and CPR certificate.
School Audiometry Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Office, school, campus and community environment.
Driving a vehicle to conduct work and make home visits.
Constant interruptions.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.
Lifting students and equipment weighing up to 40 pounds.
Bending at the waist and turning/twisting to examine students and administer first aid and CPR.
Seeing to observe physical symptoms of medical conditions.

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases.
Potential for confrontation with dissatisfied persons.

Employee Group: Certificated - Unrepresented

FLSA Status: Exempt

Salary Schedule: 115

Approval Date: October 1994