

## LOWELL JOINT SCHOOL DISTRICT DISTRICT NURSE



### DEFINITION

The District Nurse, under the supervision of the Assistant Superintendent for Instruction, coordinates the required health testing program, the health development program, and all related health activities.

### REPRESENTATIVE DUTIES

Perform well-child assessments/physical exams, immunizations and referrals as needed; conduct vision and hearing screening, scoliosis and other health easements as mandated; monitor compliance with immunizations and school entry physical exam requirements; is on call for all critical accidents and emergencies at all schools; provides assessments, rechecks, referrals and follow ups according to Education Code guidelines and current nursing practice.

Trains and supervises office staff and instructional aides regarding specified duties in Health Services; assists in the planning, development and implementation of emergency/disaster health care standards for students and school staff; reports any unsafe, hazardous, unhealthy, or potentially dangerous conditions to the administrative staff; assist in Special Education and Individual Education Program meetings where significant medical, health, and safety concerns for students are an issue.

Coordinates and serves as a resource and liaison person with community and county health agencies; advises staff on health correction, child welfare, and child neglect cases; provides health care and referral information to parents as needed; prepares and distributes health-related bulletins to parents and staff; serves as a health consultant and resource person in the health instruction curriculum by providing current scientific information from related fields

Maintain record keeping and reporting that pertains to student services and related nursing tasks according to current practices; maintain and submit data for state, District and grant reports; coordinate ordering of materials, equipment, and other resources authorized by administrative staff

Develop as a professional; reflect on current nursing practices and participate in professional development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice. Participates cooperatively with the immediate supervisor in developing the goals and objectives for the department program, and for the basis upon which they will be evaluated in conformance with the District's guidelines for assessment.

*Individuals who hold this position may perform additional duties and additional duties may be assigned.*

### KNOWLEDGE OF

- Needs of medically fragile students
- Correct medical procedures for specialized health needs and emergency medical treatment
- Record keeping and confidentiality laws relating to student records
- Laws and codes related to the administration of health services
- Community health resources
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

### ABILITY TO

- Establish and maintain effective and positive organizational, public and community relationships

- Demonstrate skill competency in oral and written communications
- Demonstrate good health, hygiene, speech, dress, and emotional stability
- Display appropriate enthusiasm, sense of humor, and good judgement in all District activities
- Be flexible and willing to adjust to new and changing situations
- Perform duties with awareness to all District requirements and Board policies

#### MINIMUM QUALIFICATIONS

- Possession of Bachelor's Degree and a Health and Development Credential
- Valid California License as a Registered Nurse
- Valid Certificate as a California Public Health Nurse
- Three to five years of experience as a Public Health Nurse or School Nurse

#### EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Valid California Driver's license
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

#### PHYSICAL STANDARDS AND WORKING CONDITIONS

*The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

#### PHYSICAL DEMANDS

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

#### WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments. The employee travels in a personal vehicle to various sites. There is constant contact with students, staff, and parents. Employees in this position may have higher exposure to infection from students. The ability to meet multiple demands from several people concurrently is essential. The noise level is usually moderate.

#### SALARY RANGE

Appropriate placement on the Nurse Management Salary Schedule

#### PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees