

RIVER DELTA UNIFIED SCHOOL DISTRICT

DISTRICT NURSE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan and promote a safe and healthy environment throughout the District; to ensure compliance with State Department of Health and Department of Education mandates as it relates to school health and first aid issues; and to provide highly responsible staff assistance to the Director of Special Education regarding health related matters.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Special Education.

Exercises direct supervision over technical and clerical staff in the areas of health services.

ESSENTIAL FUNCTIONS --*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Coordinate all activities and services related to the District's first aid and school health program.
2. Conduct mandated health screening in the areas of vision, hearing, dental needs, and general health factors; prepare reports on findings; review with the school Principal; make referrals and follow-up, as necessary.
3. Participate in the development and implementation of goals, objectives, policies, and priorities for the District's school health activities; recommend and implement policies and procedures.
4. Direct and coordinate the first aid/CPR program; conducting training sessions with staff responsible for the administration of first aid; oversee the distribution of medication.
5. Coordinate the review of student immunizations; make referrals; ensure appropriate record keeping; enforce compliance with laws and regulations.
6. Identify opportunities for improving services; identify resource needs; review with Principal and Director of Special Education Programs; implement improvements.

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District Nurse (Continued)**

Essential Functions (continued):

7. Provide information regarding health issues in the schools; make home visits; report health conditions which may affect student progress; recommend appropriate actions.
8. Coordinate school health program activities with the community, state health services and other outside agencies; explain the District's school health program goals and objectives; respond to questions and receive feedback.
9. Provide consultative advice and assistance to teachers and administrators developing programs related to school health programs; provide information and resources regarding the teaching of health education, health promotion, hygiene, and family life issues; conduct in-service training.
10. Participate in I.E.P. and Student Study team meetings; collaborate with teachers, students and parents; prepare health and developmental reports; perform special physical health care procedures.
11. Coordinate the ordering of health supplies in the school.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of changes and new developments related to school health and prevention programs.
2. Make presentations to groups or classrooms; prepare or provide handouts and brochures.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a school health program.
State mandates regarding vision, hearing, and scoliosis testing.
Modern and complex principles of public health nursing related to acute, chronic, communicable and noncommunicable childhood diseases.
First aid practices/CPR, procedures, methods and techniques.
Principles of public health administration.
A variety of childhood diseases.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations.

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Ability to:

Manage and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Interpret and explain District policies and procedures related to the school health program. Work independently.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Public nursing experience, preferably in a public school setting.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in nursing. A Master's degree is desirable.

License or Credential:

Possession of a California Registered Nurse license issued by the State Board of Health.

Possession of a Health Services Credential issued by the State Department of Education.

Possession of an appropriate, valid driver's license.

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WORKING CONDITIONS

Environmental Conditions:

Nursing office environment; exposure to bodily fluids and infectious diseases.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for traveling from site to site; light to moderate lifting.