

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

TITLE                      Lead School Nurse

#### REQUIRED QUALIFICATIONS

**EDUCATION:**        Valid California Registered Nurse License and California Credential authorizing services as a school nurse; Bachelor's Degree in Nursing or related field; American Heart Association or American Red Cross CPR Certificate and First Aid Certificate; Valid Audiometric Certificate

**DESIRED:**            Master's Degree or higher in Nursing or Related Field; Public Health Nursing Experience and/or previous School Nurse/Leadership Experience

**SKILLS:**             Ability to establish and maintain cooperative and effective working relationships with students, staff, parents, and administrators.

Skills in communicating verbally and in writing with individuals from varied educational and cultural backgrounds, directing support personnel.

Ability to perform a variety of specialized and job related tasks, maintain records, meet schedules and deadlines.

Knowledge of evaluative techniques; health rules and regulations.

**EXPERIENCE:**        Prior job related experience.

#### BRIEF DESCRIPTION OF POSITION

Under the supervision of the Executive Director, Special Services, the Lead Nurse performs all duties and responsibilities related to preventative health, health assessment, and referral procedures for students; organizes, coordinates and directs the programs and activities of school health services; coordinates and provides training for District health programs for all District schools. Additionally, may be required to fulfill school nurse functions as needed, and other related work as required.

#### ESSENTIAL FUNCTIONS

- Directs, supervises, monitors and schedules assigned health staff.
- Represents the District in working with community groups, agencies and professional organizations to meet the health needs of students.
- Supervises District nurse care as designated by State Board of Registered Nurses.
- Effectively and timely coordinates, reviews and documents all health services provided for the District for the purposes of LEA and MAA Medi-Cal billing in accordance with state and federal guidelines.
- Assesses and evaluates the health and developmental status of selected students through nursing diagnosis and the use of appropriate evaluative techniques.
- Works cooperatively with health staff to assess health needs related to learning and determines appropriate educational plans.
- Evaluates and submits data for annual reports.

- Supervises, conducts and/or arranges for mandated vision, hearing, scoliosis screenings and follow-up at all school sites
- Monitors required annual state reports and mandated cost reimbursement forms monthly for all assigned staff and departments.
- Serves as a resource to all staff for health instruction, provides health education resource materials for classroom teachers, and provides student instruction of selected health topics and issues.
- Supervises and/or assesses district-wide student population for compliance with immunization laws and any other required health regulations.
- Interprets immunization regulations, monitors compliance and completes required state and county immunization reports; and coordinates services of health staff to provide immunization clinics for students.
- Serves as liaison for the health department on communicable diseases and immunizations.
- Coordinates and administers in conjunction with other health staff PPD (TB) skin testing and clinics for district employees and volunteers.
- Supervises and implements state policies concerning the administration of medication.
- Updates and writes current health protocol for the District to inform staff, parents and community of changes.
- Develops specialized health care procedures for special needs students and the training of support staff.
- Actively participates as a member for the crisis intervention team and/or school disaster preparedness team as directed.
- Completes health and developmental history, and special education updates as needed.
- Thoroughly follows District policies and procedures, and performs other related duties as assigned.

#### OTHER JOB FUNCTIONS

- Develop and apply policies and regulations for student health services, and provide updates to District administrators.
- Present parent information meetings as directed on topics such as growth and development, child abuse prevention and substance abuse.
- Conduct staff in-services on selected health topics and related issues.
- Instruct CPR/first aid/emergency/disaster preparedness classes for District personnel as required.
- Schedule student services for the District including diabetic management, specialized health care procedures and oral screenings.
- Initiate new and innovative programs in a collaborative team method.
- Relate in a positive manner with adults, children and other employees.
- Participate and assist in the recruitment, interviews and assignment of health staff.
- Understand and carry out oral and written instructions, policies and procedures.
- Communicate effectively and tactfully in both oral and written forms so as to maintain and/or establish good public relations.
- Exercise confidentiality, independent judgment and problem solving skills related to specific areas of responsibility.
- Inform teachers, administrators and counselors of physical or health liabilities of students, as well as train on the procedures and protocols necessary to support those students.
- Attend all District meetings as required.
- Possess knowledge of specialized health care procedures; current medical and first aid procedures; state and District laws, rules and regulations pertaining to school health care; general laws, rules and regulations pertaining to special education; and safety rules and regulations.
- Work independently with little direction.

PHYSICAL REQUIREMENTS

Significant physical abilities include: sitting for prolonged periods, lifting/carrying, reaching/handling/fingering/feeling, talking/hearing normal conversation and other sounds, near and far visual acuity/visual accommodation.

OTHER REQUIREMENTS

TB test clearance, Department of Justice fingerprint clearance, valid driver's license and proof of insurability.

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CERTJD/leadschnurse