

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

5/8/97
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TITLE: SCHOOL NURSE

QUALIFICATIONS

Knowledge of

1. Child growth and development.
2. Current medical and First Aid procedures.
3. State and District laws, rules, and regulations pertaining to this position.
4. General laws, rules and regulations pertaining to Special Education services.
5. Specialized health care procedures.
6. Safety rules and regulations for this position.
7. Spanish language strongly desired.

Ability to

1. Coordinate health care of students.
2. Learn appropriate rules, regulations, and policies.
3. Organize a wide range of training activities for parents.
4. Initiate new and innovative programs.
5. Interpret health histories and medical reports of students.
6. Relate in a positive manner with adults, children, and other employees.
7. Understand and carry out oral and written instructions, policies, and procedures.
8. Design and implement health care plans.
9. Participate as a member of a multi-disciplinary team.
10. Communicate effectively and tactfully in both oral and written forms so as to maintain and/or establish good public relations.
11. Coordinate and/or conduct workshops and training seminars.
12. Exercise confidentiality, independent judgment, and problem-solving skills related to specific areas of responsibility.

Training and Experience; Special Licenses

1. Valid registered nurses license and California credential authorizing health services in grade level K-12, or willingness to complete credential.
2. Bachelor's degree, including coursework to complete credential.
3. American Heart Association or American Red Cross CPR Instructor's Certificate and First Aid Certificate or willingness to complete.
4. Clinical nursing experience and/or previous school nurse experience desired.
5. Teaching experience desired.
6. Possession and maintenance of a valid Audiometric Certificate or willingness to complete.
7. Possession and maintenance of a valid Vision Screening Certificate or willingness to complete training.
8. Good work history and attendance.

REPORTS TO: Director of Pupil Services or designee

JOB GOAL: Develops and maintains a broad program of health education and services that protects, maintains, and enhances the health of students. The school nurse strengthens and facilitates the educational process by identifying and remediating health-related barriers that may impede the ability of students to learn.

ESSENTIAL FUNCTIONS

1. Assess and evaluate the health and developmental status of selected students through nursing diagnosis and the use of appropriate evaluative techniques.
2. Work cooperatively with other School Assessment Team members to assess health needs related to learning and determine appropriate educational plan.
3. Complete Health and Developmental History and Special Education updates as needed.
4. Conduct or arrange for mandated vision (including color vision) and hearing screening.
5. Conduct mandated scoliosis screening with a team approach.
6. Assess student population for compliance with immunization, TB, and CHDP laws.
7. Supervise proper administration of medication procedures.
8. Provide adequate care for ill and injured children.
9. Develop specialized and standardized procedures as needed for special needs students.
10. Serve as a resource to parents with respect to school related information.
11. Comply with the law regarding suspected child abuse.
12. Serve as a resource to all staff for health instruction, provide health education resource materials for classroom teachers, and provide student instruction of selected health topics and issues.
13. Actively participate as a member of school(s) disaster preparedness team.
14. Actively participate as a member of the Crisis Intervention Team.
15. Maintain and submit data for state annual reports and district monthly reports (Special Education, immunization, CHDP, scoliosis, etc.).
16. Supervise the performance of assigned health clerks.
17. Follow district policies and procedures.
18. Participate in district in-service training as required.
19. Knows and understands the Mission and Core Values of the district.
20. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Attend Health Services staff meetings.
2. Instruct CPR/MFA/ER preparedness classes for district personnel as required.
3. Assist in planning and implementation of growth and development instruction according to district guidelines.
4. Conduct staff in-services on selected health topics and related issues, i.e., child abuse recognition and reporting; recognition of communicable disease and appropriate action.
5. Present parent information meetings as indicated, i.e., growth and development, child abuse prevention, substance abuse.

SCHOOL NURSE

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid State of California Driver's License.
3. Good work history and attendance.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Visual ability to administer medical care, read documents and equipment readouts.
3. Able to conduct verbal conversation in English.
4. Able to hear normal range verbal conversation (approximately 60 decibels.)
5. Able to sit, stand, stoop, kneel, bend, and walk.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
10. Able to push and pull objects weighing up to fifty (50) pounds.
11. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
12. Able to exhibit full range of motion for shoulder abduction and adduction.
13. Able to exhibit full range of motion for elbow flexion and extension.
14. Able to exhibit full range of motion for shoulder extension and flexion.
15. Able to exhibit full range of motion for back lateral flexion.
16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. Able to work with disinfectants, sanitizers, and medical chemicals in a safe and efficient manner without allergic reaction.
19. Able to operate a motor vehicle in a safe and effective manner.
20. Able to operate office and medical machines and equipment in a safe and effective manner.

TERMS OF EMPLOYMENT: 200 workdays "rainbowed"
12-month, year-round calendar

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy. The evaluation will be completed by the Director of Pupil Services or designee.

Approved by: Board of Education Date: February 9, 1994
Amended by: Board of Education Date: May 8, 1997

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**