

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL NURSE

General Description

Under the direct supervision of the Principal-Special Education, the School Nurse serves as a team member with support personnel to provide an educational program which promotes the physical, emotional and mental health of students served by the Santa Clara County Office of Education (SCCOE).

Certification and Education

Current RN License; Bachelor's degree in Nursing; California Standard Designated Services Credential with a specialization in Health or a valid Health & Development Credential issued before 1974; Public Health Nurse Certificate; California School Audiometrist Certificate; training in Suspected Child Abuse/Neglect reporting; California Driver's License; current CPR Certification.

Knowledge, Abilities and Experience

Knowledge of and ability to apply appropriate scientific theory as basis for decision making in nursing practices; knowledge of and ability to establish and maintain comprehensive school health programs; knowledge of and ability to perform mandated school health screenings; knowledge of and ability to develop individualized health plans using the nursing process; ability to assess student responses to nursing actions in order to revise the database, nursing diagnoses, and nursing care plan and to determine progress made toward goal achievement; ability to collaborate with other professionals in assessing, planning, implementing and evaluating programs and other school health activities; knowledge of and ability to assist students, families and groups to achieve optimal levels of wellness through health education; scientific knowledge and technical competence in providing direct and indirect services to students to ensure their safety, comfort, personal hygiene and protection; knowledge of disease prevention and restorative measures; ability to work and communicate effectively with community resources, parents, and staff; two (2) years of demonstrated successful experience as a School Nurse or a Public Health Nurse.

An offer of employment will be contingent upon successful completion of a paid, pre-placement medical examination.

Duties and Responsibilities

ESSENTIAL DUTIES:

Provides a school health program which promotes the physical, emotional and mental health of students; establishes programs to prevent and control communicable diseases; plans for the provision of emergency care of injured or ill students; updates student medical information and keeps students health assessments and records current; interprets the health and developmental assessment to parents, teachers, administrators, and other professionals directly concerned with the student; provides mandated health services; designs and implements a health maintenance plan to meet the individual health needs of students, incorporating plans as directed by a physician.

Assesses and evaluates the health and developmental status of students to identify specific physical disorders and other factors relating to the learning process; makes home or hospital visits as necessary; communicates with primary care providers and contributes significant information in order to modify the

student's educational plans; identifies, assesses, implements and evaluates health services for students and provides health data for Individualized Educational Programs (IEP) and serves as a team member in IEP meetings when appropriate; secures reports of health findings pertinent to educational planning; provides consultation with teachers, administrative staff and parents relative to students' health/medical needs (Special Education School Nurses provide appropriate teaching and supervision to staff as outlined in Ed Code 49423.5 for students requiring specialized physical health care procedures that must be carried out in the school setting).

OTHER RELATED DUTIES:

Refers student and his/her parent or guardian to appropriate community resources; provides input in Health Education Curriculum development and instructional delivery systems; keeps appropriate administrators and program managers informed of legal provisions pertaining to school health; serves on curriculum development committees as requested; initiates and implements staff development in-service programs; attends staff meetings and other assigned meetings as required; provides health education curricula units for classroom use as requested; provides health education to parents; complies with state required data collection and reporting regulations; assumes other related duties as directed by administration.

Working Conditions

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

Physical Demands

Incumbents stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; stoop, kneel, or crouch; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds; use hands and fingers to perform standard nursing procedures.

Environment

Duties are performed in a specialized classroom environment, or other indoor setting as needed.

Approved: Anisha Munshi 8/26/19
Anisha Munshi, Ed.D. Date
Assistant Superintendent-Personnel Services

Revised: 4/28/2011, 6/13/2011 (Updated Working Conditions and Physical Demands)