

## **YOLO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: SCHOOL NURSE**

#### **BASIC FUNCTION:**

Under the direction of the Principal, plan, develop, implement and monitor a school health program specifically for the students within the Special Education Program; provide community health resources to students, their families, and Special Education staff.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Identify and manage individual students' daily health problems and needs; maintain student medical charts; consult with staff, parents/guardian, and physicians as needed.

Develop, implement, maintain and supervise specialized physical health care services and emergency response procedures.

Develop, implement and coordinate yearly screening programs; maintain and monitor records as mandated by the Education Code.

Maintain immunization records on every student.

Oversee and record the administration of medications at school.

Oversee nurse budget; order all medical supplies; stock, restock and distribute supplies.

Perform developmental and health assessments; prepare reports and recommend student services; present assessment data at IEP/IFSP meetings.

Serve as a liaison with staff, parents, physicians, and outside community health agencies; maintain on-going communication with group homes, foster homes, or other student care facilities.

Make home visits to provide health and developmental interventions for the child as well as training and support for parents; drive a vehicle to various sites to conduct work; facilitate and/or attend medical appointments with families.

Provide consultation to the transportation department regarding student health and safety needs.

Develop and implement various specialized health programs.

Communicate with the Principal to plan, develop, assess, and prioritize program needs.

Assist in curriculum development for health education programs.

Attend and participate in professional group meetings; attend workshops, conferences, and classes to maintain current knowledge of trends and developments in the area of assignment.

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Operate a computer and other office equipment as assigned; operate various medical apparatus and equipment.

When transitioning students to school districts, provide input, training, accommodation plans to receiving district staff, as needed.

**INFANT PROGRAM (0-3 YEARS)**

Focus on infants with medical issues/developmental delays in an educational setting; participate on a trans-disciplinary team to provide specified nursing mandates.

Provide First-Steps assessments of referred children in accordance with established standards.

Counsel with parents to assure an understanding of the nature of the child's disabilities and to understand how the whole family is affected by a child with disabilities.

Provide direct service to infants and toddlers; provide crisis intervention; offer appropriate intervention strategies.

**OTHER DUTIES:**

Perform related duties as assigned.

**SPECIAL NEEDS (3-22 YEARS)**

Focus on the individual child in terms of specialized health care needs; participate on a trans-disciplinary team to provide specified nursing mandates and assist with diagnosis process.

Train staff in specialized health care and emergency response procedures.

Train staff in CPR and first aid.

Make rounds daily to classrooms attending to special needs of students and to provide specialized support to staff; participate in crisis intervention and offer appropriate strategies as necessary.

Provide and receive referrals to and from multiple County and State agencies and school districts.

Make home visits to provide health and developmental interventions for children and parents.

Perform mandated hearing screenings on all eligible students.

Complete and submit all State mandated reports yearly.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices, methods, techniques, and equipment used in health care practice, assessment, diagnosis, and preventive health care.

Principles, practices, methods, and techniques of physical, biological, behavioral, and nursing sciences and health care.

Community health programs, resources, agencies and organizations.

Medications, side effects, indicators and contra-indicators.

Causes and methods of control of various communicable diseases.

Principles of child development.

Basic anatomy, physiology, and medical terminology.

Operational characteristics of apparatus, equipment, and materials used in nursing.

Applicable federal, State and local laws, codes and regulations.

Principles and procedures of record-keeping and report preparation.

Occupational hazards and standard safety practices necessary in the area of nursing.

CPR and first aid.

Interpersonal skills including tact, patience and courtesy.

Crisis intervention techniques.

**ABILITY TO:**

Use and operate a variety of medical tools and equipment, and modern office equipment including a computer.

Learn program philosophies, concepts, materials, methods and procedures.

Develop, implement and administer goals, objectives and procedures for providing effective and efficient student health programs and services.

Take and record vital signs including blood pressure, respiration, and level of consciousness.

Utilize standard medical practice in physical diagnosis and management of health illness needs.

Interpret and apply policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including mandates affecting Special Education programs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interact effectively and sensitively with individuals from diverse backgrounds.

Prepare and maintain accurate records and reports in accordance with applicable standards.

Maintain confidentiality of patient information.

Respond quickly and calmly in emergencies.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Work independently with little direction.

Meet schedules and timelines.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in nursing; two years clinical nursing desired; background in pediatric nursing preferred.

**LICENSES AND OTHER REQUIREMENTS:**

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Valid appropriate California Credential.  
Registered Nurse and Public Health Nurse Licenses.  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environments.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate medical tools and equipment.  
Seeing to evaluate student injuries and illness.  
Bending at the waist, kneeling or crouching to assess students.  
Hearing and speaking to exchange information.  
Standing for extended periods of time.  
Lifting up to 50 lb.

**HAZARDS:**

Communicable diseases.  
Exposure to blood-borne pathogens.