

## LIBERTY UNION HIGH SCHOOL DISTRICT

### SCHOOL NURSE

#### DEFINITION:

Under the direction of the Director, Special Services, the School Nurse is responsible for providing required health services for students identified with health needs; training staff on the administration of medication; ensure students and staff are in compliance with state laws pertaining to immunizations; universal precautions, infectious disease control, illness policy and assisting in maintaining health related competency levels for staff; conducting student health and development assessments; determining levels of services required for access to educational programs; identifying and assisting in the removal or modification of health related barriers to learning and protect and improve student health, and participating as a member of the multiple and relevant multi-disciplinary team meetings as referenced below.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Provide required health services for designated students; plan and implement school health programs; provide consultation services to schools;
- Promote health and prevention education and safety; provide training to assigned staff on the administration of routine and emergency medication, universal precautions, infectious disease control and assist in maintaining health care related competency levels for staff;
- Administer medication to students as needed and oversee work assignments of Health Clerks; conduct CPR/First Aid/AED in-service trainings for select district employees;
- Perform various State-mandated student health screenings including vision, hearing; determine levels of services required for access to educational programs; conduct health appraisals including nutrition, physical disabilities, mental health and child abuse cases; provide referrals as needed; confer and consult with staff and healthcare professionals concerning student health care;
- Attend and actively participate in Individualized Education Program (IEP), Section 504 Accommodation, Student Study Team (SST) or other multi-disciplinary team meetings when there is a health concern;
- Develop, conduct and train staff to carry out the Medi-Cal billing program for nursing services; develop billing logs and supportive documentation to account for student activity throughout the school day;
- Provide consultation and assist school staff, students, and families with communicable disease prevention/control, emergency care, acute and chronic health conditions, first aid, student health assessments, child abuse concerns and reporting requirements; collaborate with County health, social services and community agencies to enhance the level of care in the community and prevent communicable disease transmission;
- Assist school staff in complying with State legal requirements regarding immunization records, physicals and other health-related matters; provide and review information regarding emergency procedures such as care of students with seizures, diabetes, allergic reactions and others; review and inform school staff of policies and laws regarding school health including confidentiality, new forms and other related issues; develop and revise health forms for the County to assure compliance with legal and educational requirements;
- Prepare and maintain a variety of State-mandated and other reports as required, such as student progress reports, health assessments, statistical reports and others; coordinate and oversee the Medi-Cal services and billing process for students; compile information for Medi-Cal billing logs; submit reports and records as required; maintain medical billing and supportive documentation related to daily student activity;
- Communicate with parents, students, personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns;
- Attend staff meetings; County Health Department and County Office meetings as needed; service on assigned committee as directed; maintain current knowledge of school health issues;
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Liberty Union High School Board Policies and Administrative Regulations.

## **REQUIRED QUALIFICATIONS:**

### ***Education and Experience:***

- Bachelor's degree from an accredited college or university in nursing;
- Two (2) years of related nursing experience in a school or clinical environment including work with children, adolescents and special education-related functions;
- School Nurse Services Credential within 6-month probationary period.

### ***Knowledge of:***

- Principles, practices, methods, techniques and equipment used in health care practice, assessment and preventative health care;
- Applicable federal, State and local laws, regulations and legal mandates related to education, health and safety codes;
- Principles of child development, child health, public health issues, childhood disabilities and Childhood development;
- Basic anatomy, physiology, and medical terminology;
- Administration of medications, side effects, indicators and contraindicators;
- Causes and methods of control of various communicable diseases;
- Immunization and blood borne pathogen procedures and regulations;
- Principles and procedures of record-keeping and report preparation;
- Community health programs, resources, agencies and organizations;
- Interpersonal skills including tact, patience and courtesy;
- Operation of a variety of office equipment including a computer, assigned software and related medical and health care screening equipment.

### ***Skills and Abilities:***

- Provide required health and nursing services to students identified with special needs;
- Conduct student health and development assessments, determine student needs and develop viable plans and alternatives;
- Promote health and prevention education and safety;
- Administer medication to students as needed;
- Facilitate and conduct in-service health care and other trainings for staff;
- Develop, implement and administer goals, objectives and procedures for providing effective and efficient student health programs and services;
- Prepare and maintain accurate records and reports in accordance with applicable standards;
- Maintain confidentiality of patient information;
- Respond quickly and calmly in emergencies;
- Communicate in English effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Attend meetings at various sites and locations;
- Work independently with little direction;
- Work effectively with children and families;

### ***Licenses and Certifications:***

- Registered Nursing License issued by the State of California;
- CPR and First Aid Certificate Instructor training;
- Possess an appropriate California Driver's License with evidence of insurability;
- Bilingual/Biliterate in Spanish, desirable.

LIBERTY UNION HIGH SCHOOL DISTRICT  
SCHOOL NURSE  
SALARY SCHEDULE  
WORK YEAR 200 DAYS

STEP	SALARY
1	\$ 62,994
2	\$ 66,729
3	\$ 70,488
4	\$ 74,216
5	\$ 78,958
6	\$ 82,706
8	\$ 87,441
10	\$ 92,175