

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: School Nurse

DESCRIPTION OF BASIC RESPONSIBILITIES

To provide student nursing services, assist in planning school health programs, and serve as resource in preparing health education curricula according to District established standards.

SUPERVISOR: Director of Educational Services/Site Administrators

TYPICAL DUTIES

1. Assesses and evaluates the health and developmental status of students.
2. Oversees the establishment and maintenance of appropriate school health records for each student.
3. Prepares reports and required District health data.
4. Communicates the health and developmental status of the student to school personnel, parents, and the student.
5. Counsels and plans for eliminating, minimizing, accepting, or accommodating for the health problems of the students which interfere with effective learning.
6. Participates in or facilitates team meetings as necessary to develop IDEA or 504 student plans.
7. Oversees public school health screening mandates such as vision, hearing, and scoliosis.
8. Implements California State mandated programs in the schools such as Immunization and Child Health Disability Prevention Program (CHDP).
9. Serves as a resource in the health instruction curriculum and assists with planning and implementing the District=s health education program.
10. Serves as a liaison between the parent and District in health matters.
11. Provides emergency care for injured or suddenly ill students.
12. Provides transportation from school to home for students who are ill or must be excluded from class for health related reason.
14. Dispenses or supervises student medications as required.
15. Serves as a resource liaison with other agencies and other community services.
16. Maintains effective and timely written and oral communication with parents, staff, other school personnel, and community agencies.
17. Serves as requested on district committees and participates in various school related meetings.
18. Works with parents regarding the health problems of their children and provides information regarding community services.
19. Provides training, consultation, and supervision of staff regarding health and developmental needs of individual students as approved by the State Department of Education

20. Provides staff development activities related to health, safety, first aid, nutrition, disease prevention, and other related areas.
21. Provides other activities necessary to enable students and the District to accomplish objectives.
22. Provides health related services as requested by site and district administration.
23. Performs other duties similar to the above in scope and function as required.
24. Is tactful, considerate, and diplomatic in working with parents, staff, and administration.
25. Coordinates Medi-Cal billing activities, and Medi-Cal Administrative Activities (MAA).

MINIMUM QUALIFICATIONS

- Baccalaureate degree;
- Current California R.N. Registration, desired;
- Possession of/eligible for California credential with authorization as school nurse;
- Valid California Drivers License;
- Other certifications as required.

PHYSICAL CHARACTERISTICS

- Sufficient vision to read printed material.
- Sufficient hearing to conduct in person and telephone conversations.
- Sufficient dexterity to write, use telephone, office, and media equipment.
- Sufficient mobility to move about the District and drive a car.
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

