

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	District Nurse	REPORTS TO:	Dir. Of Sp. Ed
DEPARTMENT:	Admin.	CLASSIFICATION:	Confidential
FLSA:	Exempt	WORK YEAR:	183 days
BOARD APPROVAL:	3/14/07	SALARY:	Certificated

BASIC FUNCTION:

Provide school nurse services at sites for the evaluation, improvement, and protection of the health of the pupils and school personnel in accordance with state law and district policies and procedures. *E*

REPRESENTATIVE DUTIES:

Conduct medical case finding, screening, and referral activities related to the health of pupils. *E*

Refer parents of pupils needing medical care or public assistance to appropriate private or community resources. *E*

Confer with physicians and community agencies as needed. *E*

Serve as a health education resource person to staff, students, parents, and community. *E*

Notify parents and teachers of students about illnesses, physical challenges, and potential health problems and provide counseling directed toward the pursuit of appropriate action. *E*

Provide emergency care for injured or suddenly ill students. *E*

Implement California State mandated program in the schools related to health. *E*

Oversee public school screenings such as vision, hearing and scoliosis. *E*

Prepare reports and required District health data. *E*

Provide training, consultation and supervision of staff regarding health and developmental needs of individual students as approved by CDE. *E*

Review immunization and physical exam status of students to assure compliance with state requirements. *E*

Provide staff development activities related to health. *E*

Provide health related services as requested by site and district administrators. *E*

Assist in Medi-Cal billing activities. *E*

TITLE: District Nurse

REPRESENTATIVE DUTIES: (continued)

Participate on district committees as assigned.

Other job related duties as assigned.

EDUCATION AND EXPERIENCE: - Baccalaureate degree; two years experience in the field of nursing.

LICENSES AND OTHER REQUIREMENTS: - Valid California R.N. License; possession or eligibility for California credential with authorization as a school nurse; State Audiometry Certificate; valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Record-keeping techniques.

Oral and written communication skills.

Applicable sections of the State Education Code.

Interpersonal skills using tact, patience and courtesy.

Principles of providing work direction and guidance to assigned personnel.

Technical aspects of field of specialty.

[Cultural differences in student population.](#)

ABILITY TO:

Perform professional evaluations of physical needs of students.

Utilize various testing techniques, materials, equipment and instruments relative to school nursing.

Counsel effectively with students and parents.

Prepare and maintain confidential records and files.

Analyze situations accurately and adopt an effective course of action.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Maintain current knowledge of technological advances in the field.

Provide work direction and guidance to assigned personnel.

[Relate sensitively to the diverse student population.](#)

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; classroom environment during observances; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Sitting for extended periods of time; lifting and carrying test materials; seeing to observe behavior; speaking to exchange information.