NATOMAS UNIFIED SCHOOL DISTRICT

NURSE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, supervise, and coordinate the activities and operations of the Nurse's Office; to coordinate assigned activities with other school activities; and to provide highly responsible staff assistance to the school Principal regarding health related matters.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Coordinator of Student Services.

Exercises functional supervision over assigned technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. **Coordinate the organization and operational activities for the Nurse's office, including the first aid program and the school health program.**

2. **Participate in the development and implementation of goals, objectives, policies, and priorities for the Nurse's office; recommend and implement policies and procedures.**

3. **Direct, coordinate and provide first aid; supervise the administration of first aid; recommend changes, as appropriate.**

4. **Coordinate or conduct student immunizations; ensure appropriate record keeping; enforce compliance with laws and regulations.**

5. **Identify opportunities for improving services; identify resource needs; review with Principal; implement improvements.**

6. **Provide or coordinate appropriate staff training.**

7. **Provide staff assistance to the Principal; provide information regarding health issues in the schools; make home visits; report health conditions which may affect student progress; recommend appropriate actions.**

8. **Coordinate school health program activities with the community, state health services and other outside agencies; explain the District's school health program goals and objectives; respond to questions and receive feedback.**

9. **Conduct health surveys and mandated services in the areas of: vision, hearing, dental needs, and general health factors; prepare reports on findings; review with the assigned Principal.**

10. Provide consultation and assistance to teachers and administrators developing programs related to school health programs; provide information and referrals regarding the school lunch program, communicable diseases, dental health programs, curriculum planning related to health education, and safety; conduct in-service training.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of changes and new developments related to school health and prevention programs.

2. Make presentations to groups or classrooms; prepare or provide handouts and brochures.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a school health program.
Principles of nursing.
First aid practices, procedures, methods and techniques.
Principles of public health administration.
Childhood diseases.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Manage and coordinate the work of lower level staff.
Supervise and train staff.
Interpret and explain District policies and procedures related to the school health program.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: administration of CPR, administration of first aid.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Responsible public health nursing experience, preferably in a public school setting.

Training:

Bachelor's degree from an accredited college or university with major course work in nursing, public health or a related field.

License or Certificate

Possession of a valid School Nurse credential issued by the State of California.

Possession of a Registered Nurse license issued by the State of California.

WORKING CONDITIONS

Environmental Conditions:

Nursing office environment; exposure to bodily fluids and infectious diseases.

Physical Conditions:

Essential and marginal functions may require maintaining a physical condition necessary for sitting or standing for prolonged periods of time; light to moderate lifting, pushing and pulling.