

# *SUNNYVALE SCHOOL DISTRICT CLASSIFICATION DESCRIPTION*

## **DISTRICT NURSE**

November 2006

**REPORTS TO:** Director of Special Education and Pupil Personnel

**SUPERVISES:** Classified staff as assigned

**WORK PERIOD:** 11 months, 211 days

### **PRIMARY PURPOSE:**

The District Nurse provides health and nursing services to students; promotes health and safety; intervenes with actual and potential health problems, provides case management services, and actively collaborates with school personnel and acts as the liaison with the medical community and other health organizations, provides medically related training and supervision of designated school personnel that enables that personnel to provide the specialized physical health care services to students who need such services; understands and works effectively with people from different cultures.

### **ESSENTIAL JOB DUTIES**

1. Coordinates all aspects of the Districts health assessment programs.
2. Conducts and/or coordinates mandated district vision, scoliosis and hearing screenings; follows up with students who fail screenings.
3. Trains, supervises and evaluates health services support staff.
4. Supports the success of the Health Center(s) located within the school district.
5. Participates in regular health staff meetings to coordinate services and provides appropriate trainings.
6. Supports specialized physical health care needs of special education students.
7. Provides general coordination of health services, and assists in developing a system for delivery of healthcare services between the District and medical providers.
8. Maintains a current menu of health resources to be utilized for referrals.
9. Reviews the medical need for home teaching and makes home visits as needed.
10. Serves as a liaison between school, medical provider, students, community and public health nurses; provides and monitors referrals to other health and social service agencies.
11. Participates on multi disciplinary case management team, as appropriate.
12. Procures needed equipment and general medical supplies, as appropriate.
13. Evaluates health services within the District and reports any deficiencies to the Director of Special Education and Pupil Personnel.
14. Assures that all health data related to health services is collected and that mandated logs of services are maintained.
15. Provides annual training of health services support staff who administer medication.
16. Provides annual training and monthly review for specialized physical health care service (SPHCS) attached to a 504 Plan – Glucagons injection for emergency care of hypoglycemia.
17. Reviews and clarifies physician orders as needed.
18. Assists in district wide Emergency Preparedness Planning.
19. Investigates and assesses health of students with chronic absences excused by parent as “illness”.
20. Consults with school sites and County Board of Health when infectious disease control questions arise.
21. Develops Individual Health Care Plans and/or emergency protocols for medically fragile students.
22. Attend IEP meetings for medically fragile students.
23. Provides other related duties as assigned.

## **WORKING RELATIONSHIPS**

Reports to the Director of Special Education and Pupil Personnel. Supervises classified staff members as assigned. Interacts regularly with administrators, district office staff, parents, community members, and administrators from other districts.

## **WORKING CONDITIONS**

The daily work is performed in a variety of settings. The position requires visual acuteness and mental concentration; excellent organizational skills; multi-tasking capability; a high degree of energy; the capacity to deal with frequent personal interactions; the ability to creatively problem solve; extra hours and regular attendance at functions before and after the regular work day; driving a vehicle to conduct work as assigned by position; occasionally representing the District on complex matters.

## **QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

- Ability to create and maintain a climate of trust and respect.
- Ability to analyze complex situations, synthesize a broad range of information and communicate results in a succinct and clear manner.
- Ability to make effective and independent decisions.
- Ability to facilitate decision-making with groups of diverse interests and values.
- Ability to lead.
- Ability to use a computer and appropriate software.
- Knowledge of effective managerial and supervisory principles and practices.
- Ability to inspire others to high levels of achievement and commitment.

### **Education and Experience**

Bachelor of Science degree in nursing from an accredited college or university, health education or closely related field. Three (3) years of nursing experience, plus experience in School Based Health Services. Bilingual in Spanish desirable.

### **Licensing and Certification**

Valid California School Nurse Services Credential  
Valid California State Registered Nurse License  
Valid First Aid and CPR Certificates  
Valid California Driver License

## **EVALUATION**

Evaluation responsibilities are assigned to the Director of Special Education and Pupil Personnel.

*The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*