

Legislative File

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	School Nurse	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Health Services	CLASSIFICATION:	Certificated Non-Administrative
FLSA:	Non-Exempt	WORK YEAR/HOURS	Per OEA Contract
ISSUED:	Created: March 2010	SALARY GRADE:	K12 T

BASIC FUNCTION: Under the direction of assigned supervisor, provide comprehensive health management for the assessment, evaluation, maintenance, and improvement of health services and health education to promote health and well-being, academic achievement and holistic development for the District's students and school personnel.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

E = Essential Functions

Aligned with State of California Commission on Teacher Credentialing, School Nurse Services Credential, California Education Code 49426, and California Board of Registered Nurses

Conduct immunization programs. **E**

Assess and evaluate the health and development status of students; provide case management, referral and follow-up, with health conditions and/or medical problems. **E**

Conduct state-mandated screening and follow-up of students including vision, hearing, and scoliosis; audits of immunization, dental, and physical exams. **E**

Supervise and administer medication(s) to students according to District's Board Policy and Administrative Regulations. **E**

Serve as District liaison to interpret the health and development assessment to parents, teachers, administrators, and other professionals directly concerned. **E**

Design and implement individual student health maintenance plans as prescribed by the students' health care providers in compliance with District policy. **E**

Maintain communication with parents and all involved community practitioners. **E**

Interpret medical and nursing findings appropriate to the students' individualized education programs and 504 plans and make recommendations to professional personnel directly involved; submit reports to ensure compliance with District, state, and federal policies. **E**

Consult, conduct, and serve as a resource person for in-service training to other District personnel. **E**

Develop and implement evidence-based health education curriculum and act as a participant in implementing a comprehensive health instruction curriculum for students. *E*

Counsel and assist students and parents in health-related and school-adjustment services to ensure access and continuity of healthcare and wellness for students. *E*

Develop, coordinate, and teach health-related subjects under the supervision of a classroom teacher. *E*

Implement health actions determined by District, local, and state officials to control and manage communicable diseases; including immunization programs. *E*

Document student health information in District's electronic database systems and student cumulative folders, as required. *E*

Administer first aid and emergency care in compliance with District, state, and federal regulations. *E*

Submit monthly, state, and annual reports as required by California Department of Health Services and the District. *E*

Attend all required meetings and trainings. *E*

Train, coach, and monitor medical procedures of health assistants and other designated school personnel. *E*

Evaluate staff as required. *E*

Perform related duties as assigned as the needs of the students and District evolve.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: a bachelor's degree from an accredited college or university.

LICENSES AND OTHER REQUIREMENTS:

Valid California Public Health Nurse Certificate, highly preferred (Increased salary compensation)

Valid California Registered Nurse License

Valid California School Nurse Services Credential

Valid California School Nurse Audiometrist Certificate (Completion within three months of hire date)

Valid cardiopulmonary resuscitation (CPR) certificate and standard first-aid certificate

Valid California Driver's License

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Mission and vision of the Department

Applicable laws, codes, policies, procedures, and District regulations governing work scope

Current medical terminology, equipment, and techniques

Operation of specialized health assessment instruments

Diagnostic methods for medical conditions and diseases

Medication effects and administration procedures

First-aid and cardiopulmonary resuscitation (CPR) techniques
Correct English usage, grammar, spelling, and punctuation

Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

Implement consistently applicable laws, codes, policies, procedures, and District regulations governing work scope

Participate in District-approved professional development related to work scope to maintain current knowledge of evolving needs of students and the District

Communicate effectively in English, orally and in writing

Establish and maintain effective working relationship among students, parents, District staff, and the community

Plan and organize work

Analyze situations accurately and adopt effective courses of action

Maintain accurate and confidential records

Work confidentially and with discretion

Work independently

Supervise, coach, and evaluate assigned staff

Operate computer, related software, and other office equipment

Perform first-aid and cardiopulmonary resuscitation (CPR)

WORKING CONDITIONS

ENVIRONMENT:

Office environment and school sites; driving a vehicle to conduct work; fast-paced work, constant interruption; potential contact with blood and other body fluids; potential contact with blood borne pathogens and communicable diseases; and potential violence from unstable individuals

PHYSICAL REQUIREMENTS:

Consistent mental alertness; standing, walking, or sitting for extended periods of time; lift/restrain/reposition/carry individuals to ensure safety; lift, carry, push, and pull moderate weight objects; bending and twisting at waist and neck; kneeling and bending at the waist, reaching overhead, above the shoulders and horizontally; dexterity of fingers and both arms and hands while performing duties, seeing to read, write, and use a computer; hearing and speaking to exchange information in person or on the telephone and make presentations.

OTHER PHYSICAL DEMANDS: Respond to emergency/life-saving situations which could require rapid response that would necessitate running.