

Pierce Joint Unified School District

Job Description

JOB TITLE: SCHOOL NURSE

SALARY SCHEDULE: School Nurse
REPORTS TO: Superintendent

LOCATION: All Sites
BOARD APPROVED: 4/21/16
Revised 7/10/23

SUMMARY: Under the direction of the Superintendent, provide school health and nursing services; promote health and prevention education and safety; refer students, parents or guardians to appropriate community resources for recommended health service programs; participate in health related meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide school health and nursing services, conduct required health screening for vision, hearing, and others; prepare and maintain related health records and State reports.
- Promote health and prevention education and safety; conduct staff education and in service training meetings related to specialized health conditions, procedures, medications and others.
- Participate in health related meetings; develop and implement individualized nursing care procedures as necessary.
- Refer students, parents or guardians to appropriate community resources for recommended health service programs; recommend auxiliary services for economically disadvantaged students as appropriate.
- Oversee the administration of medication, monitor student side effects and notify appropriate personnel and agencies as required.
- Provide consultation and assist school staff, students, and families with communicable disease control, first aid, student health assessments, school site health and safety assessment, child abuse concerns and reporting requirements.
- Operate and maintain a variety of specialized equipment, such as audiometer, otoscope and others; assure proper working condition of equipment.
- Prepare and maintain a variety of State and other reports as required, such as student progress reports, immunization, hearing, vision, Oral Health assessment, CHDP and others.
- Conduct home visits as necessary; evaluate health and medical care requirements and refer to appropriate health services.
- Assist with immunization and first grade entry health exam requirements as assigned.
- Attend community organization meetings, such as the Child Abuse Prevention Council and others as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Medication effects and proper administration procedures.
- Proper operation of specialized health assessment instruments.
- Modern medical terminology, equipment and techniques.
- Accepted methods and principles of personal hygiene.
- Diagnostic methods for medical conditions and diseases.

- Accepted testing techniques for hearing, vision and other screenings.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Public health agencies and local health care resources.
- Health and safety regulations.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
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ABILITY TO:

- Screen students for vision, hearing, and other problems.
- Analyze situations accurately and adopt an effective course of action during routine and emergency situations.
- Train and provide health information to parents, students and staff.
- Prepare and deliver oral presentations regarding health and safety issues and communicable diseases.
- Identify various health needs, and unusual and critical cases such as child abuse, and recommend appropriate action.
- Maintain records and prepare comprehensive reports according to established policy, regulations and State mandates.
- Counsel and provide health-related information to parents of school-aged students.
- Establish and maintain files, records, reports and referrals.
- Communicate effectively both orally and in writing.
- Plan and organize work.
- Read, interpret, apply and explain rules, regulations, policies and procedures

QUALIFICATION REQUIREMENTS:

- Minimum requirement: Current valid California State License at the level of a Registered Nurse.
- Ability to obtain: School Nurse Services Credential and School Audiometry Certificate
- Required: Valid California driver's license and a valid first aid and CPR certificate.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 40 pounds. However, while lifting amounts above 40 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

HAZARDS: Potential for contact with blood-borne pathogens and communicable diseases.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the busy nature of a school site, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and the staff. The noise level in the work environment is usually moderate.