

**DISTRICT NURSE/FACILITATOR OF HEALTH SERVICES****PRIMARY FUNCTION**

To conduct a District Health Service Program for the evaluation, improvement and protection of the health of pupils and school personnel in accordance with State law and District policies and procedures.

**DIRECTLY RESPONSIBLE TO: Coordinator of Pupil Personnel Services**

The duties of this position are distinguished from those of other secretarial positions in that the majority of the work performed is highly confidential in nature and is confined to psychological services and special education programs.

**EXAMPLES OF DUTIES**

- Supervise the district health services
- Coordinate the health services required to implement district education projects or programs
- Orient school personnel to school health services
- Provide consultation regarding current laws affecting the health of school employees and children
- Plan procedures to comply with the implementation of Health and Welfare laws
- Conduct scoliosis, hearing and vision screening as directed
- Prepare annual State reports (Vision Testing Program; Hearing Testing Program)
- Assemble a District Health Services Guide
- Train and supervise Health Clerks and Health Aides
- Supervise preparation of student accident reports and maintain district's file on Students' Accident Reports. Notify the district's insurance company of all student accidents which occur on school property
- Coordinate update of first aid procedures for school district, as needed
- Participate in preparation of the District Health Service budget and requisition of equipment and supplies as needed for maintaining the schools' health services
- Plan First Aid/CPR classes for district office personnel, as needed
- Serve as the district representative for district, county and state health meetings
- Participate in the formation of recommendations for Board of Education policy in the area of health and welfare of students, at the direction of the Superintendent
- Conduct medical case findings, screening and referral activities related to health defects of selected pupils and serve on Special Education committees as required

- Refer parents of pupils needing medical care or welfare assistance to appropriate private or community resources
- Coordinate and implement all aspects of the district's communicable disease prevention program
- Provide general health counseling services to parents, pupils and school personnel
- Provide emergency nursing service for ill or injured pupils at schools
- Notify parents of pupils about illnesses, physical defects and potential health problems and provide health counseling directed toward pursuit of appropriate action
- Serve as a health education resource person to pupils and staff and actively participate in classroom instruction as directed
- Assist in identification of safety and health hazards on school sites
- Assist in carrying out a program of information and communication as a means of interpreting the district program to the community
- Maintain own professional competence through participation in district, regional or state sponsored inservice activities
- Coordinate and supervise district health forms and other printed materials pertaining to the area of school health
- Use discretion in all matters not covered by Board Policy and report any action taken to the Coordinator of Pupil Personnel Services at the earliest possible time
- Assume other responsibilities and duties as may be assigned by the Coordinator of Pupil Personnel Services

## **QUALIFICATIONS GUIDE**

### **Credential:**

Must possess a valid California credential with authorization to serve as a school nurse.

### **Education:**

Bachelor's Degree, including all courses needed to meet credential requirements and registration as a school audiometrist.

## **ESSENTIAL JOB FUNCTIONS :**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)

- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*