

Gridley Unified School District
Job Description

JOB TITLE: SCHOOL NURSE

SALARY LEVEL: Teachers Salary Schedule

DIVISION: Certificated

DEPARTMENT: District

LOCATION: District Wide.

REPORTS TO: Superintendent

BOARD APPROVAL DATE:

SUMMARY: To provide student nursing services, assist in planning school health programs, and serve as resource in preparing health education curricula according to District established standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

TYPICAL DUTIES

- Assesses and evaluates the health and developmental status of students.
- Oversees the establishment and maintenance of appropriate school health records for each student.
- Prepares reports and required District health data.
- Communicates the health and developmental status of the student to school personnel, parents, and the student.
- Counsels and plans for eliminating, minimizing, or accepting the health problems of the students, which interfere with effective learning.
- Participates in special education IEP team meetings as necessary.
- Oversees public school health screening mandates such as vision, hearing, and scoliosis.
- Implements California State mandated programs in the schools such as Immunization and Child Health Disability Prevention Program (CHDP).
- Serves as a resource in the health instruction curriculum and assists with planning and implementing the District's health education program.
- Serves as a liaison between the parent and District in health matters.
- Provides emergency care for injured or suddenly ill students.
- Provides parent education related to students' needs.
- Serves as a resource liaison with other agencies and other community services.

- Maintains effective and timely written and oral communication with parents, staff, other school personnel, and community agencies.
- Serves as requested on district committees and participates in various school related meetings.
- Works with parents regarding the health problems of their children and assists with information regarding community services.
- Provides training and consultation with staff regarding health and developmental needs of individual students.
- Participates in staff development activities related to health, safety, first aid, nutrition, disease prevention, and other related areas.
- Directs and supervises Instructional Assistants and/or parent volunteers.
- Participates in other activities necessary to enable students and the District to accomplish objectives.
- Performs other duties similar to the above in scope and function as required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Baccalaureate degree and current California R.N. Registration;
 - Possession of, or eligible for, California credential with authorization as school nurse;
 - Valid California Drivers License;
 - Other certification as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Budget preparation and control;
- Oral and written communication skills;
- Principles and practices of management;
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies and objectives;
- Modern office management and procedures.

ABILITY TO:

- Plan, organize, control and direct the functions of Special Education;
- Coordinate and work with professional staff, parents, and community groups;
- Assess effectiveness of programs;
- Develop, interpret and monitor division and program budgets and evaluate and compare costs associated with the delivery of services;

- Establish and maintain effective working relationships with the staff and the public,
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Implement management strategies based on evaluation data;
- Exercise judgment and discretion in interpreting and applying policies and procedures;
- Coordinate the completion of a number of tasks simultaneously in order to meet internal and external deadlines;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan and organize work;
- Prepare comprehensive narrative and statistical reports;
- Supervise and evaluate the performance of assigned staff;
- Operate and use District business systems and equipment.

WORKING CONDITIONS:

General office environment.

Light Physical Effort

- Normally located in a work environment with light physical qualifications and requirements.
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: California Driver's License required by the first day of service.

OTHER SKILLS AND ABILITIES: Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

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 is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

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. The noise level in the work environment is usually moderate.