Role Description

DISTRICT SCHOOL NURSE

Brief Description of Position:

Under the general supervision and direction from the Associate Superintendent, the District School Nurse conducts the health services program at all K-8 schools in accordance with state law and District policies and procedures. When working at a specific school site, the school nurse is also under the general supervision of the school site administrator.

Major Duties and Responsibilities:

1. Provides state mandated health screening programs which include planning, screening, rescreening, referrals, follow-up of referrals, notification of appropriate school personnel, recording of results on student health records, and completion of state statistical reports. The mandated programs are:

<table>
<thead>
<tr>
<th>Program</th>
<th>Mandated Grade Levels</th>
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<tbody>
<tr>
<td>Hearing</td>
<td>K or 1, 2, 5, 8, Special Ed, and New Students</td>
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<tr>
<td>Vision</td>
<td>K or 1, 3, 6, Special Ed, and New Students</td>
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<tr>
<td>Scoliosis</td>
<td>7th grade females and 8th grade males</td>
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2. Conducts a review of student health records to determine compliance with state mandated requirements which involve auditing of individual records, identification and referral of students not in compliance, follow up referrals, recording of results, and completion of state statistical reports. The mandated audits are immunizations and first grade physical exams (Child Health and Disability Prevention).

3. Additional Duties and Responsibilities:

   a) Serves as health education resource person to school staff, pupils, and parent community.

   b) Acts as liaison person between medical community and school community.

   c) Ensures the accuracy on all pupil health records as part of their cumulative record.

   d) Provides health counseling services to pupils, parents, and school personnel.
e) Informs appropriate school personnel of pupil health problems.

f) Acts as liaison in suspected child abuse matters.

g) Provides school district with major first aid and emergency services.

h) Arranges for periodic first aid instruction to staff members.

i) Prepares and distributes first aid boxes and other health materials for classrooms.

j) Identifies individuals with communicable diseases and implements appropriate control measures.

k) Assists principals/staff in identification of safety and health hazards on school sites.

l) Monitors school secretaries in administration of minor first aid, assessment of immunizations, regulations of communicable diseases, and preparation of pupil health records.

m) Monitors services of volunteers assisting in health programs.

**Credential Requirements:**

Eligibility for preliminary or clear nursing services credential from the California Commission on Teacher Credentialing.

Preliminary Credential requires: Baccalaureate or higher degree from a regionally accredited college or university and possession of a valid Registered Nurse license issued by the State of California.