



5440 Valley Circle Blvd.
Woodland Hills CA 91367

*Home of Academic, Athletic,
& Artistic Excellence*

Executive Director: David Hussey
Board President: Brad Wright

Job Title: School Nurse
Department: Health
Reports To: Administrative Director
Calendar: 221
Revised: 03.25.25

Job Summary

Under the general supervision of the Administrative Director, provide health and nursing services to students, faculty and staff; promote health and prevention education and safety; and refer students, parents or guardians to appropriate community resources or recommended health service programs.

Essential Duties and Responsibilities

- Oversee the coordination and preparation of student health plans for those with Individualized Education Programs (IEPs) and manage the health-related aspects for all such students.
- Provide direct healthcare services to students, aiding their capacity to participate in the curriculum, whether in general education environments or through individualized or small group support as necessary.
- Work alongside educators to support and enhance student access to education settings.
- Collaborate with teachers to create health-oriented strategies; adapt and modify curriculum to accommodate diverse student health needs reflected in their IEPs.
- Conduct health assessments and document findings in legally sound reports.
- Utilize data-driven approaches to establish suitable health-focused goals within student IEPs.
- Ensure all student health records are accurate and complete.
- Monitor and document all health services administered, ensuring compliance with IEP directives.
- Engage in regular communication and collaboration with teachers, counselors, providers, and administrators to meet student health needs.
- Contribute to the development and implementation of Individual Transition Plans that address students' post-secondary health goals.
- Maintain ongoing communication with families to report on student health progress.
- Deliver health education aligned with state standards, appropriate for diverse learning needs.
- Incorporate various health instructional strategies, integrating technology into health education when appropriate.
- Create and maintain an environment conducive to students' overall well-being, including physical, social, and emotional health.
- Establish and enforce standards for student behavior with an emphasis on health and safety.
- Communicate effectively to deliver accurate health information clearly and concisely.
- Participate in professional development activities to enhance job-related skills and knowledge.
- Receive and apply feedback and coaching from administrative personnel.
- Stay updated on and adhere to all federal, SELPA, and state health-related legal requirements, as well as local policies and procedures.





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- Attend staff meetings and participate in committees as required.
- Support and direct instructional assistant(s) in completing assigned tasks
- Perform other duties as assigned

Education and Experience

- A Bachelor of Arts Degree from an accredited college or university in nursing, health education or closely related field.
- Three (3) years of nursing experience, with one (1) year in a community health setting, is desirable.
- Valid School Health Services Credential is required
- Valid California Registered Nurse License is required
- Valid First-Aid and CPR Certificate is required
- Valid School Audio Metrist Certificate is required
- Valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

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.
- IEP requirements.
- 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.

Ability to

- Ability to work effectively with all racial, ethnic, socioeconomic, linguistic, and disability groups.
- Screen students for vision, hearing and other developmental medical problems.
- Perform technical duties related to assigned components of the IEP program.
- 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, unusual and critical cases, and recommend appropriate action.





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- Maintain records and prepare comprehensive reports according to established County Office rules, 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.
- Adapt to periodic heavy workload.

Work Environment

The environmental characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

El Camino Real Charter High School is a campus environment for students, faculty and staff. There is a moderate noise level, with schedule bells ringing throughout the day and staff using walkie-talkies. This position requires daily interaction with students, parents, faculty and staff. This position works in a variety of settings and may experience heat or cold extremes as well as fumes, odors, dust; noise level is moderate to loud.

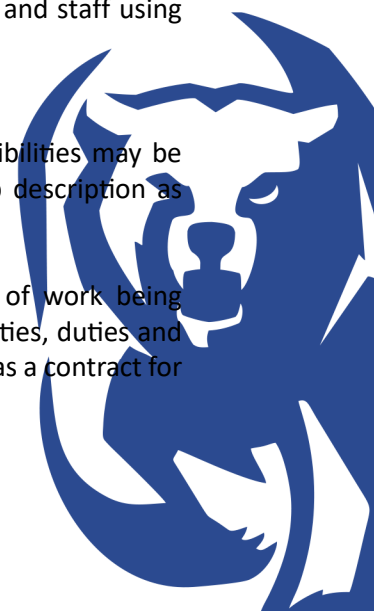
Physical Requirements:

- Meet the physical requirements necessary to perform assigned duties safely and effectively, including lifting fifty (50) pounds on an occasional basis and more than fifty (50) pounds with assistance.
- Dexterity of hands and fingers to operate various equipment.
- Sitting or standing for extended periods of time.
- Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving.
- Traveling may be required to conduct school business as necessary.
- There is a moderate noise level, with schedule bells ringing throughout the day and staff using walkie-talkies.

Right to Revise:

This job description is not meant to be all-inclusive, and additional duties and responsibilities may be assigned without prior written notice. The school reserves the right to revise this job description as necessary, without advance notice.

The statements made herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, nothing herein shall be construed as a contract for employment.





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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.

