

EL CAMINO REAL CHARTER HIGH SCHOOL

A California Distinguished School

5440 Valley Circle Boulevard
Woodland Hills, California 91367
818.595.7500 TEL; 818.595.7501 FAX

www.ecrchs.net

BRAD WRIGHT
Board Chair

DAVID HUSSEY
Executive Director

JOB DESCRIPTION

Job Title:	School Nurse
Department:	Health Office
Reports To:	Administrative Director
Location:	ECRCHS Campus, Woodland Hills, CA
FLSA Status:	Non-Exempt
Classification	Certificated CalSTRS
Work Calendar	197 Work Days, 221 Paid Days

Job Duties, Responsibilities, Qualifications, and Requirements	
Job Summary	Under the general supervision of the School Site Administrator, provide school health and nursing services to El Camino Real 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	<ul style="list-style-type: none">• Provide school health and nursing services to students of El Camino Real• Conduct health-required screening for vision, hearing and scoliosis• Assess first aid needs, communicable diseases and infection-control issues• Oversee the administration of medication• Monitor Physical Education Notes• Monitor and Clear Sports Physicals• Monitor Students Immunization status for newly enrolling and current students• Provide consultation and assist school staff, students, and families with communicable disease control, first aid, student health assessments, school site health and safety assessment and related matters• Promote health and prevention education and safety• Conduct staff education and in-service training meetings related to specialized health conditions, procedures, and medications• Operate, maintain and assure proper working condition of a variety of specialized medical and screening equipment, such as an audiometer, otoscope, vision screening devices, etc.• Prepare and maintain a variety of state and other reports as required, such as student progress reports, immunization, hearing, and Child Health and Disability Prevention (CHDP)• Assure proper case management• Refer students, parents or guardians to appropriate community resources for recommended health service programs• Assist students and families to access medical health providers• Conduct health assessments for Special Education evaluations• Participate in health-related Individualized Educational Program (IEP) meetings for the assessment and placement of special education students• Oversee / participate in the implementation of Medi-Cal billing for schools, as assigned

The mission of ECRCHS is to prepare our diverse student body for the next phase of their educational, professional, and personal journey through a rigorous, customized academic program that inspires the development of students' unique talents and skills, builds character, and provides opportunities for civic engagement and real-world experiences.

	<ul style="list-style-type: none"> • Act as case manager working with families of students who have specialized health care needs and/or chronic health conditions • Perform related duties as assigned
Qualifications: 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.	
Education and/or Experience	<ul style="list-style-type: none"> • 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 • Possess a valid School Health Services Credential or Provisional Credential • Possess a valid California State License at the level of a Registered Nurse • Possess a valid First Aid and CPR Certificate • Possess a valid School Audiometrist Certificate • Possess or obtain upon employment, a valid California Driver License • Provide proof of automobile insurability • Meet the physical requirements necessary to perform assigned duties safely and effectively, including lifting fifty (50) pounds on an occasional basis and in excess of fifty (50) pounds with assistance
Knowledge & Abilities – Minimum Requirements	<p>KNOWLEDGE OF:</p> <ul style="list-style-type: none"> • 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 role and requirements for School Nurses; • 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. <p>ABILITY TO:</p> <ul style="list-style-type: none"> • 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; • Maintain records and prepare comprehensive reports according to established County Office rules, regulations and state mandates;

	<ul style="list-style-type: none">• 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	El Camino Real Charter High School is a campus environment consisting of over 3,000 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 interaction with students, parents, faculty and staff on a daily basis.
Physical Demands	<ul style="list-style-type: none">• 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, lifting and/or carrying 0-50 pounds to waist height.• Driving may be required to conduct school business as necessary.