

PORTOLA VALLEY SCHOOL DISTRICT

4575 Alpine Road, Portola Valley, CA 94028

(650) 851-1777

Notice of Employment Opportunity

TITLE: School Nurse

LOCATION: Corte Madera School and Ormondale School (Grades TK-8)

EMPLOYMENT STATUS: Independent Contractor

TERM: School year services to be provided during the District's instructional calendar, as specified in the contract agreement.

WORK SCHEDULE: Services equivalent to two days per week during the school year. Tuesdays and Thursdays preferred. The specific schedule will be mutually agreed upon by the contractor and the District, subject to administrative approval. Services are anticipated to be provided one day per week at Corte Madera School and one day per week at Ormondale School.

COMPENSATION: Compensation shall be established through the independent contractor agreement and will be based on qualifications, experience, and scope of services provided.

BENEFITS: This is a contract position and is not eligible for District employee health and welfare benefits unless otherwise specified in the contract.

SCOPE OF SERVICES

The School Nurse provides comprehensive health services to support student access to education and promote student health, safety, and well-being. The School Nurse serves as a health consultant to District staff, families, and community agencies; coordinates health services for students with medical needs; develops and implements health care plans; provides mandated screenings and health assessments; assists with emergency preparedness and communicable disease management; and serves as a liaison between the District, healthcare providers, and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates and supports student health services throughout the District.
- Conducts student health assessments and provides nursing evaluation and consultation regarding student health concerns.
- Conducts or coordinates mandated vision, hearing, and other required health screenings and follows up with students and families as appropriate.
- Develops, implements, monitors, and updates Individualized Healthcare Plans (IHPs), Emergency Care Plans, and health protocols for students with chronic or specialized medical conditions.
- Supports the implementation of specialized physical health care services in accordance with physician orders, applicable laws, and District procedures.
- Provides oversight of student medication administration in accordance with physician orders and District procedures, including training and monitoring of designated staff.
- Reviews physician orders and medical documentation and consults with healthcare providers as needed.
- Provides training and consultation to designated school personnel regarding medication administration, emergency procedures, diabetes management, seizure disorders, anaphylaxis response, and other student health needs.
- Collaborates with school personnel to provide student health education, including sexual health education in grades 5 and 7, as well as basic health education (e.g., hygiene and nutrition) in grades TK-3.
- Maintains confidential student health records and ensures compliance with applicable federal, state, and local regulations.
- Reviews student immunization records, monitors compliance with California Department of Public Health requirements, and follows up with families to obtain missing or incomplete documentation.
- Participates in Individualized Education Program (IEP), Section 504 and other multidisciplinary meetings as appropriate.
- Serves as a liaison among families, school personnel, healthcare providers, public health agencies, and community organizations.
- Assists with communicable disease prevention, reporting, and response activities.
- Supports District emergency preparedness planning and health-related crisis response efforts.
- Responds to student health emergencies and provides immediate nursing assessment and intervention as needed.
- Reviews requests for home and hospital instruction and provides recommendations regarding health-related educational needs.
- Maintains current knowledge of applicable laws, regulations, and best practices related to school nursing and student health services.
- Travels between District sites and other locations as necessary to provide contracted services.
- Performs other nursing-related services as mutually agreed upon in the contract.

QUALIFICATIONS

Knowledge of:

- Principles and practices of professional school nursing.
- California Education Code, health regulations, and laws governing school health services.
- Child growth and development.
- Specialized physical health care procedures.
- Emergency nursing procedures and first aid practices.
- Communicable disease prevention and control.
- Individualized Healthcare Plans, Section 504 Plans, and special education processes.
- Community health resources and referral services.
- Recordkeeping and documentation requirements.
- Technology applications used for health records and communication.

Ability to:

- Assess and respond appropriately to student health needs.
- Develop and implement student healthcare plans.
- Communicate effectively with students, parents, staff, healthcare providers, and community agencies.
- Maintain accurate and confidential records.
- Train and support school personnel regarding student health procedures.
- Work independently and exercise sound professional judgment.
- Establish and maintain positive and effective working relationships.
- Understand and work effectively with individuals from diverse cultural and socioeconomic backgrounds.

EDUCATION AND EXPERIENCE

- Bachelor of Science in Nursing (BSN) from an accredited college or university.
- Minimum of three (3) years of professional nursing experience.
- School nursing experience is preferred.

LICENSES AND CERTIFICATIONS

- Valid California Registered Nurse License.
- Valid California School Nurse Services Credential.
- Current First Aid and CPR Certification.
- Valid California Driver License and evidence of insurability.
- Maintains all required nursing licenses, certifications, and credentials in accordance with state and District requirements.

PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Ability to sit, stand, walk, bend, reach, and perform routine nursing activities.
- Ability to lift and carry materials and equipment weighing up to 25 pounds.
- Ability to assist students during health emergencies.
- Ability to travel between school sites.

WORK ENVIRONMENT

Services are performed in school offices, classrooms, health offices, and other educational settings. The work environment includes frequent interruptions, multiple priorities, and regular interaction with students, staff, families, and community agencies.

HAZARDS

Potential exposure to communicable diseases, bloodborne pathogens, and other health-related hazards common to school health environments.

EQUAL OPPORTUNITY EMPLOYER

The Portola Valley School District (PVSD) prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. PVSD prohibits sexual harassment of employees, contractors, and applicants. PVSD also prohibits retaliatory behavior or action against individuals who complain, testify, or otherwise participate in complaint procedures established pursuant to District policy and administrative regulations.