

CERTIFICATED TEACHING PERSONNEL
Duties and Responsibilities of
Credentialed School Nurse Job Description

Primary Function: Under the direction of The School Nurse is responsible to the Director of Student Services or his/her designee, including site principals, in administrative, instructional and philosophical matters falling within the District Health Program. the Credentialed School Nurse develops and maintains a broad program of health services designed to protect, maintain and enhance the health of students. It is the responsibility of the Nurse to carry out the District's Health Program in the schools(s) served under the supervision of the Principal(s). The Credentialed School Nurse strengthens and facilitates the educational process by improving and protecting the health status of students. The Credentialed School Nurse will identify and assist in the removal or modification of health-related barriers to learning. The major focus of school health services is the prevention of illness and disability, and the early detection and correction of health problems. Credentialed School Nurses shall be evaluated by the Director of Student Services or his/her designee in accordance with evaluation of their performance in relation to the Standards adopted between the District and the Mount Diablo Education Association.

The Duties and Responsibilities of the School Nurse are as follows:

1. to establish, in cooperation with the Director of Student Services or his/her designee (or designated by the collective bargaining agreement), goals and objectives consistent with the evaluation article of the collective bargaining agreement. Participate as a contributing certificated member of the school community.
2. Comply with all laws and regulations of the State of California, policy and rules of the Mt. Diablo Unified School District Board of Education, and terms and conditions of the collective bargaining agreement, which include but are not limited to the following:
 - a. being present on campus during contractually designated time;
 - b. attending job-related meetings and activities;
 - c. submitting accurate forms, reports and other required documents;
 - d. complying with mandatory child abuse reporting laws;
 - e. adhering to State adopted curriculum and standards.

Maintain and review student health records to identify and interpret present and potential health problems to staff.

3. while on a site is responsible to the site administrator for the care, control, and instruction of the students in his/her charge. Coordinate and monitor student medication and treatment.
4. to report promptly to the principal (or an individual designated by the principal) any serious accident or illness affecting students. Design, implement, and monitor individualized health care plans for students with health conditions to assure that their health needs are being met in the school setting.

5. ~~to conduct vision screening with all kindergarten, 2nd grade, 5th grade, 8th and 10th grade students and with other students receiving special education services. Contribute as appropriate to student support programs such as Student Success Team, CARE Team, Student Attendance Review Board, Section 504 Plan Team, and/or IEP Team to report results of student health assessments and pertinent health information.~~
6. ~~to Conduct state mandated health screenings (eg. vision and hearing). screening with all kindergarten, 2nd grade, 5th grade, 8th and 10th grade students and with other students receiving special education services. Provide appropriate follow up to include: interpreting results to staff, parent/guardian notification of potential health problem, and assist parent/guardian to access appropriate care as needed.~~
7. ~~to conduct scoliosis screening with all 7th grade girls and 8th grade boys. Record the results of health screenings and other significant health information in students' health records.~~
8. ~~to refer students who meet vision, hearing and scoliosis referral criteria and to conduct follow-up action on referrals. Review all student immunizations for compliance as required by state law for entrance in California Public Schools and follow up on cases of non-compliance.~~
9. ~~to review all student immunizations for compliance as required by state law for entrance in California Public Schools and follow up in cases of non-compliance. Review physical examinations for compliance as required by Child Health and Disability Prevention Program and follow up on cases of non-compliance.~~
10. ~~to review all first grade student physical examinations for compliance as required by the Child Health and Disability Prevention Program and follow up in cases of non-compliance. Review oral health assessments for compliance as required by California law and follow up on cases of non-compliance.~~
11. ~~to complete health assessments for referred general education students and students being evaluated and/or re-evaluated for special education who have suspected or actual health related concerns. Monitor district licensed and unlicensed assistive personnel (UAP) who perform Specialized Health Care Procedures with students requiring such services.~~
12. ~~to train and supervise district staff or contracted personnel who perform Specialized Health Care Procedures with students requiring such services. Facilitate the provision of services of contracted personnel who perform Specialized Health Care Procedures.~~
13. ~~Conduct to provide information and lead staff development activities in-services on health-related matters in the school setting, (e.g. chronic health conditions, emergency medication, communicable disease, medication administration, etc.).~~
14. ~~Act as liaison between to consult with families, staff, and health care providers, and community agencies regarding students' receiving health care and to monitor students as appropriate. needs.~~
15. ~~to attend job-related meetings and activities specified by the Director. Assist in planning for emergency care for illness or injury of students/staff on school premises, including development of emergency care plans for students with life threatening conditions.~~

16. ~~to perform those non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education. Assist in the control and prevention of communicable disease by coordinating with community public health agencies and providing information to staff, students, and parents about protective measures against communicable diseases.~~
17. ~~to strengthen the educational process through improvement of the health status of students. Promote a healthful and safe school environment by reporting to the administrator any condition of health and/or sanitation that may need correction.~~
18. ~~to evaluate and interpret (to student, parents, school personnel) the health and development status of the pupil. Participate in the establishment of health-related protocols and policies.~~
19. ~~to identify and follow up on chronic, acute, or latent health problems which may impair the learning process. Fulfill the mandated reporting responsibilities related to child abuse and neglect.~~
20. ~~to recommend to the appropriate school personnel needed modification in the educational program. Conduct home visits when appropriate.~~
21. ~~to hold conferences with teachers or other school personnel at least once a year or as the need arises within the school year to review health information of students and to make plans for appropriate action. Complete required annual reports.~~
22. ~~to assist in planning for emergency care for illness or injury of pupil(s) on school premises. Submit appropriate documentation for reimbursement in a timely manner.~~
23. ~~to assist in the coordination of the school and community health programs. Perform other non-instructional health-related duties and responsibilities as assigned by the Director of Student Services or his/her designee~~
24. ~~to promote a healthful and safe school environment by reporting to the administrator any condition of health and/or sanitation that may need correction.~~
25. ~~to supervise the keeping of statistics and health records of pupils on such forms as are approved by the District.~~

Knowledge and Skills

1. Knowledge to interpret medical information and provide school staff with an understanding of student health needs in the school environment and during other school activities.

2. Knowledge of child and adolescent development (physical, cognitive, behavioral, emotional) and ability to use this information to provide staff with insight to support student health needs.
3. Ability to work effectively with all segments of the educational community and general public.
4. Knowledge of the IEP and Section 504 process and related school district policies and procedures.
5. Knowledge of California Immunization Requirements
6. Demonstrate effective oral and written communication skills

Minimum Qualifications, Education, Licenses and other Requirements

1. Bachelor's Degree
2. Valid California Registered Nurse License
3. Valid California School Nurse Services Credential
4. Valid California School Audiometrist Certificate
5. Valid Cardiopulmonary Resuscitation (CPR) certificate and standard first aid certificate
6. Valid California Driver's License

Work Schedule

The School Nurse, a member of Mt. Diablo Education Association, is bound by the provisions of the contract regarding working hours, lunchtime, and personal/planning time.

2/13/04 Updated December 9, 2016.

Adopted by the Mt. Diablo Unified School District Board of Education: _____ 2017