



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION SCHOOL NURSE SUPERVISOR

### DEFINITION:

Under the general supervision of the Director of the Tehama County SELPA, the School Nurse Supervisor has responsibility for oversight, coordination of services, formulation and/or implementation of health services to school sites and programs across the County. The Supervisor provides the evaluation and protection of the health of pupils and school personnel and offers recommendations for improvement in accordance with State law and County and SELPA policy and procedures.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Develops and directs the School Health Services Program. Provides leadership, supervision, consultation, coordination, in-service, program development and program evaluation services to principals, teachers and other staff in support of the County Health Program.
- Directs the County School Health Services Program: recruits, supervises, evaluates and provides in-service training for school health services staff.
- Serves as liaison between State and Local Health Agencies, health care providers and the County.
- Coordinates the selection, purchase and distribution of health supplies to all County sites.
- Assumes responsibility for and directs mandated screening and follow-up procedures.
- Assists schools in following physician directions in administering medication.
- Makes home visits as needed.
- Cooperates in the effort of principals, special and regular education, pupil personnel staff, teachers and support site staff in regards to the identification, certification and placement of students in programs for special education.
- Identifies health problems through observations, inspections, interviews and analysis of records.
- Works with teachers and district personnel in preparation, evaluation and revision of Health Education Curriculum and the selection of instructional materials to be used in the County.
- Works with teachers and the student's private physician in preparation, evaluation and revision of Emergency Health Protocols for identified students.
- Schedules nursing services for the SELPA in consultation and collaboration with district administrators.
- Conducts and chairs regular nursing staff meetings to articulate, coordinate and facilitate on-going health services.
- Assists in planning, prioritization and researching of staff development activities for School Nurses and/or other school staff.
- Serves as a resource person to site level health personnel to assist them in effectively improving health services to all students.
- Prepares reports and maintains records for a variety of health or related services as required by State law and SELPA policy.
- Serves as a liaison with community resources to facilitate collaboration. Will work with the School Attendance Review Board and attend Management Team Meetings.
- Serves on the county office safety committee to ensure a safe environment for students and staff.
- Conducts a program to control communicable diseases in the school and community.
- Coordinates planning for a comprehensive health education program for students K-12.
- Provides District and program services as required.
- Performs other duties as assigned.
- Drives frequently for department business.



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Official:   
Effective: 04/03/17

EDUCATION, LICENSES & EXPERIENCE REQUIREMENTS:

- Valid School Nurse Services Credential
- Valid School Audiometrist Credential
- Bachelor's Degree in Nursing or Health Services
- Valid California Registered Nurse (RN) License
- Valid First Aid/CPR/AED certification
- Successful nursing experience in a hospital, doctor's office, or clinic or community health agency.
- Related supervisory experience in a school setting is preferred.

KNOWLEDGE OF:

- Principles, practices, methods, techniques, and equipment used in health care practice, assessments and preventative health care.
- Principles, practices, methods, and techniques of physical, biological, behavioral and nursing sciences and health care.
- Community health programs, resources, agencies and organizations.
- Medications, side effects, indicators and contra-indicators.
- Causes and methods of control of various communicable diseases.
- Principles of child development.
- Basic anatomy, physiology, and medical terminology.
- Operational characteristics of apparatus, equipment, and materials used in nursing and in care of children with special needs.
- Applicable federal, state and local laws, codes, and regulations.
- Principles and procedures of record-keeping and report preparation.
- Occupational hazards and standard safety practices necessary in the area of nursing.
- Legal mandates covering applicable laws and Education Code.
- Crisis intervention techniques.

ABILITY TO:

- Maintain confidentiality of patient and student information.
- Assess, plan, implement, and evaluate nursing process.
- Use and operate a variety of medical tools and equipment as well as office equipment including a computer.
- Develop program philosophies, concepts, materials, methods, and procedures.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient student health programs and services.
- Take and record vital signs including blood pressure, respiration, and level of consciousness.
- Utilize standard health care practice in management of health illness needs.
- Interpret and apply policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including mandates affecting Special Education programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interact effectively and sensitively with individuals with diverse backgrounds.
- Prepare and maintain accurate records and reports in accordance with applicable standards.
- Respond quickly and calmly in emergencies.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work independently with little direction.
- Work effectively with children and families from various socio-economic and cultural backgrounds.



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**PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**WORK ENVIRONMENT:**

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

The noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by County Superintendent.

***HRS Office Use Only***

Created: \_\_\_\_\_ Revised: April 3, 2017

**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: April 3, 2017