



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION SCHOOL NURSE

DEFINITION:

Under general supervision of the School Nurse Supervisor, this position is responsible for the evaluation, improvement, and protection of the health of pupils and school personnel in accordance with state law and county and district policies and procedures.

ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES:

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.

- Direct and coordinate health services for school districts in Tehama County.
- Conduct a program of communicable disease control.
- Counsel and guide pupils and staff on individual health needs through interpretation of health appraisals and standards of normal growth and development.
- Serve as a resource person to school personnel in relating health instruction and guidance to the needs of specific pupils.
- Participate with school administrators and other school personnel in developing and conducting a school health program that includes the following:
 - Appropriate health education of pupils individually or in-groups.
 - Follow up for the correction of deficiencies by reporting finding parents.
 - Special adaptations and services to meet individual exceptional pupils.
 - Promotes good health habits and maintenance of health records.
 - Care of accident and emergency illnesses that occur at school.
 - Promote applicable health teaching strategies.
- Control of contagion through readmission, exclusions, inspections, and immunizations and helping school to plan for alternate personnel to fulfill this task when school health consultant is not available.
- Inspect schools served to help maintain environment for optimum health.
- Conduct home visits to obtain an in-depth medical and social history, a health history and to assess the home environment where necessary or required or health problems are present.
- Compile all pertinent medical information for staffing, assessment team, and/or IEP team meetings. Obtain child's medical diagnosis and his/her physician's recommendations whenever available.
- Serve as a committee member or as consultant far public and private health agencies, projects, and community health taskforces.
- Interpret school health laws to school personnel.
- Obtain legal opinions and interpretation when needed.
- Coordinate health sessions far school nurses, teachers, and administrators.
- Provide county office representation on regional and state committees including professional organizations.
- Coordinate state department health task force activities as they relate to health education instruction and disseminate publications.
- Respond to requests from professional organizations, school districts, and state organizations to make health presentations.
- Provide and/or supervise the provision of Designated Instruction and Services within the field(s) of competency as determined by the Individual Educational Plan team.
- Drive frequently for department business.

EXPERIENCE AND EDUCATION:

- Successful nursing experience in a hospital, doctor's office, clinic or community health agency. Related experience in a school setting.
- Valid California School Nurse Services Credential authorizing service as School Health Consultant or ability to obtain one. Must obtain within five (5) years of hire.



Tehama County Department of Education
Job Description
School Nurse

Official: 
Effective: 09/12/18

- Bachelor's Degree in Nursing
- Valid California Registered Nurse License).
- School Audiometrist Credential desirable.
- CPR/First Aid Instructor Certification desirable.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Standard of Practice
- First Aid
- CPR
- Communicable Diseases
- Safety Practices

ABILITY TO:

- Communicate health concerns to parents, school staff, administrators, and other health professionals.
- Implement safety plans; organize school health screening/testing program.
- Assess and diagnose health and accident incidents; work effectively with a wide variety of organizations and with people of all socioeconomic and cultural backgrounds.
- Understand, implement, and give complex oral and written directions in English.
- Maintain cooperative relationships with those contacted in the course of work.
- Compose clear, complete, and concise correspondence and reports independently, using correct grammar, syntax, punctuation, and spelling.
- Manage a positive, healthful school environment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls, talk and hear. The employee frequently is required to sit, stand and walk.

- The employee must occasionally lift and/or move up to 25 pounds individually or with assistance. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: March 15, 2015 Revised: September 12, 2018

APPROVED

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

Signature: 

Date: September 17, 2018