

### **BASIC FUNCTION:**

Under the direction of the Director of Special Education and Student Services, assists in the development and implementation of district policies and procedures related to the school health program, provides leadership in articulating and coordinating the school health program throughout the District; assists in training, supervision and evaluation of personnel within school health program areas.

### **REPRESENTATIVE DUTIES:** Other duties may be assigned as required:

- In collaboration with school site administration, supervise the delivery of school health services to all students in the District.
- Review health information in cumulative, confidential, and California Children Services records.
- Obtain medical reports and developmental health histories.
- Interpret students' health and developmental status and medical findings to school personnel, parents, and students by means of conferences, inservice education, bulletins, reports and records.
- Develop, implement and monitor training for all staff involved in providing school health services.
- Counsel and plan action for elimination, limiting, or accepting students' health problems which interfere with effective learning, or make recommendations regarding needed modification of the school environment or program.
- Provide health screening for students referred to Child Study and/or Special Education.
- Schedule and provide for implementation of the state mandated screening programs (vision, hearing, scoliosis, etc.); Report findings to parent/guardian with referral for appropriate care and follow-up as indicated; Report results of screening and school nurse recommendations to teachers and other appropriate personnel; Follow through on medical recommendations.
- Be a resource to Child Study and I.E.P. (Individual Educational Plan) teams regarding health/medical concerns.
- Plan and conduct regular school staff development programs: On identification of ill students; On first aid so that staff at the immediate site is prepared to handle all routine first aid; On cardiopulmonary resuscitation so that the site staff is prepared to administer emergency care for major accidents. (The Health Services Coordinator will assist site administrators in recommending policies for emergency care of injured students in the school health assistant's absence.)
- Prepare health reports and keep accurate health records.
- Collaborate with school personnel, parents, health and social services agencies and providers to develop resources for student health and well being.
- Assist principals in the screening, employment, and evaluation of Health Office staff and Health/Instructional Assistants.
- Coordinate all mandated student health services and prepare required reports for State and Federal programs.
- Integrate school health with other District programs and activities.
- Collaborate with and advise Director of Special Education and Student Services regarding district policies and procedures.
- Finalize and approve individual Health Assessments and School Health Care Plans.
- Participate, collaborate, and advise as needed with the development of 504 Plans incorporating Student Health Care Plans.
- Monitor and update school health office procedures and train staff as requested.
- Serve as a resource person to schools, parents and community groups on school health topics.
- Collaborate with Director of Special Education and Student Services and principals to ensure compliance of District special health programs with State and Federal law.
- Serve as a resource person to District initiatives in health education, healthy school environment and health promotion for staff.
- Participate as a school health expert in District programs for improving school attendance, preventing accident and injuries, decreasing school violence, and enhancing disaster readiness.
- Assess situations involving student's safety, abuse (physical, sexual, drug) and other health related issues for the purpose of identifying problems, referring for proper treatment, and complying with legal requirements.
- Provide training on various health related subjects (e.g. CPR. Disaster preparedness, child abuse, health education, etc.) for the purpose of acting as a resource to students, teachers, and other school personnel on such issues.
- Report students with contagious diseases to local public health authorities for the purpose of minimizing infection and complying with the law.
- Supervise all first aid, medication, and specialized medical treatment for the purpose of providing appropriate care for ill, medically fragile, and/or injured children.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE:**

- Operational characteristics, services, and activities of a school health program.
- Principles of nursing related to school health services.
- First aid practices, procedures, methods and techniques.
- Specialized healthcare procedures, including but not limited to: catheterization, nebulizer treatment, tracheotomy suctioning, blood glucose monitoring, gastrostomy tube feeding, intravenous medication and infusing, and oxygen administration.
- Principles of public health administration.
- Child development, common childhood health problems, health care agencies and resources, public school operations, materials and methods of health education.
- Childhood diseases,
- Pertinent Federal, State, and local laws, codes, and regulations.
- Interpersonal skills using tact, patience, and courtesy.

### **ABILITIES:**

- Manage and coordinate the work of health aides and other health services.
- Work with minimum supervision and to adapt to a variety of settings.
- Function as a team member.
- Supervise and train staff.
- Interpret and explain District policies and procedures related to the school health program.
- Interpret school health program to administrators, teachers, parents and community.
- Counsel pupils, teachers, and parents regarding health needs and functions.
- Give specialized instruction to school children.
- Prepare clear and concise reports.
- Respond appropriately to emergency or conflict situations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively collaborate with administration, parents, teachers, and other District departments.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment and vehicles

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: Administration of CPR, administration of first aid.

### **EMPLOYMENT ELIGIBILITY:**

- Possession of a valid School Nurse Credential, Special Teaching Authorization in Health preferred
- A minimum of three years of school nurse experience in public schools; a background in interdisciplinary collaboration with emphasis on continuous quality improvement and research based practice
- Valid California License to practice as a Registered Nurse
- Valid California Automobile Operator's License
- Current adult and child CPR card
- Current first aid card

### **CLEARANCES:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **PHYSICAL REQUIREMENTS:**

- Physical condition necessary for sitting or standing for prolonged periods of time.
- Light to moderate lifting, pushing and pulling.
- Speaking and hearing to communicate in person or over the phone.
- Sufficient visual acuity to recognize words, letters, and numbers.
- Lifting over 50 pounds or carrying any object over 25 pounds.

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.**

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