

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	School Nurse	Reports To:	Program Manager - Health and Human Services
Department:	Educational Support Services	Classification:	Non-Management
FLSA:	Non-Exempt	Work Year	Ten (10) Months
		Salary:	Schedule A

I. DESCRIPTION OF POSITION

Under the supervision of the Program Manager of Health and Human Services, the school nurse plans, organizes, directs and accomplishes the goals and objectives of the Health Services Program.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Conducts mandated vision and hearing screenings.
- B. Conducts mandated scoliosis screenings.
- C. Supervises proper administration of medication procedures.
- D. Works cooperatively with other Student Success Team members to assess health needs related to learning and determine an appropriate educational plan.
- E. Provides adequate care for ill and injured students.
- F. Provides student and parent health counseling.
- G. Develops specialized and standardized procedures as needed for students who need accommodations pursuant to Section 504 of the Rehabilitation Act of 1973.
- H. Reviews student records for compliance with immunization and California Health and Disability Prevention laws.
- I. Conducts staff in-service training on selected health topics and related issues, including abuse reporting, and recognition of communicable disease and appropriate action.
- J. Serves as a resource to teachers for health instruction and provides student instruction of selected health topics and issues.
- K. Actively participates as a member of school disaster preparedness teams.
- L. Supervises and provides technical assistance to health assistants.
- M. Maintains and submits data for state annual reports and district monthly reports, including reports for the California Health and Disability Prevention program and for scoliosis screening, and hepatitis B immunization requirements.
- N. Follows a planned professional growth program, participates actively in local, state and national professional health education and nursing associations, and studies local, state and national guidelines for effective student health services.
- O. Performs related duties as assigned.

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California school nursing credential.
- B. A minimum of three years of successful clinical or school nursing experience.
- C. Bilingual ability desirable.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Current applicable laws, regulations, codes, policies and procedures.
- B. District organization, operations, policies and objectives.
- C. Appropriate health curricula and instructional programs for students.
- D. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Make independent, immediate decisions
- B. Remain calm in an emergency situation.
- C. Demonstrate effective communication skills both orally and in writing.
- D. Work cooperatively and effectively with teachers, administrators and health assistants.
- E. Analyze situations and needs effectively.
- F. Meet schedules and timelines.
- G. Work independently with minimal direction.
- H. Plan and organize work.
- I. Use a computer.

V. WORKING CONDITIONS

Environment:

District offices and school sites.

Physical abilities:

Hearing and speaking to exchange information and make presentations.

Approved by: _____
Dr. Jesse Gonzales

Date: _____

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.