



Job Description

Equal Employment Opportunity

SCHOOL NURSE

DEPARTMENT/PROGRAM: Special Education

DIVISION: Educational Services

REPORTS TO: Assigned Supervisor

APPROVAL DATE: 5/3/2018

REVISION DATE: 6/3/2025

CLASSIFICATION: Certificated Non-Management

SALARY SCHEDULE: School Nurse

SALARY RANGE: As Assigned

WORK YEAR: 192

FLSA: Exempt

PURPOSE STATEMENT:

Under the direction of the assigned supervisor, the School Nurse performs assessments on the health needs of students, developing emergency care plans and individual health plans, incorporating input from parents and/or physicians; complying with the laws relating to student health, including parental and guardian consent, providing appropriate care for ill, medically fragile, and/or injured students, providing health information, training staff, and serving as a resource to teachers, staff, and administrators, and identifying health problems for referral for proper treatment. The incumbents in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Administers first aid, medication, and specialized medical treatments for the purpose of providing appropriate care for ill, medically fragile, and/or injured children.
- Administers mandated screenings (e.g., vision, dental, hearing, and/or back/scoliosis screenings, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile, and/or injured children.
- Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.), and other health-related issues for the purpose of identifying problems, evaluating the health and developmental status of pupils, referring for proper treatment, and complying with legal requirements.
- Collaborates with parents, students, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services, providing information, and complying with legal requirements.

- Implements health care plans for students with health issues or developmental needs (e.g., designing individual specific plans, etc.) for the purpose of meeting the needs of students with chronic health issues and/or accommodation requirements.
- Interprets health and developmental assessments for the purpose of providing information and/or ensuring that health and treatment plans are appropriate.
- Maintains data collection and records for the purpose of providing up-to-date information for meeting state and federal regulatory reporting requirements and data for reimbursements.
- Maintains students' confidential files and records (e.g., immunization records, screenings, physician authorizations, etc.) for the purpose of providing information required by legal and professional standards; completing state reporting requirements.
- Monitors students with chronic illnesses for the purpose of assisting the child in achieving the highest possible functional level.
- Monitors students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
- Participates in a variety of meetings, workshops, seminars, and interdisciplinary teams for the purpose of gathering, conveying, and/or sharing information on students' health needs, service delivery, and educational programs; and/or improving skills and knowledge.
- Provides home visits to students for the purpose of facilitating follow-up medical care, health and developmental interventions, and/or promoting access to health care providers and/or other community resources.
- Provides training on a variety of health-related subjects and individualized care procedures (e.g., CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, tracheotomy care, g-tube feeding, food allergies, STD's, hygiene, etc.) for the purpose of training staff in providing specialized care and health procedures in accordance with individual student health requirements and/or acting as a resource to students, teachers, and other school personnel.
- Refers students requiring additional medical attention for the purpose of providing the required follow-up treatment and services.
- Reports health and safety issues to assigned administrators and appropriate agencies (e.g., suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students' personal safety, maintaining a positive learning environment, and complying with regulatory requirements and established guidelines.
- Researches a variety of topics relating to health and medical care (e.g., wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff, students, parents, and the public.
- Responds to emergency medical situations (e.g., severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Best practices regarding assessments and interventions
- Ability to demonstrate broad knowledge of complex system organizations, educational law, classroom and behavior management, including students with disabilities and models for best

practices

- Working with the social, emotional, physical, and mental health needs of children, adolescents and families
- Childhood diseases and disorders
- Support services in the community and health concepts
- Health screening procedures
- Health standards and hazards in an education setting
- Pediatric and family nursing practices
- Pertinent policies, codes, regulations, and/or applicable laws
- Safety practices and procedures
- Specialized healthcare procedures for medically fragile students
- Stages of child development

Skills and Abilities to:

- Adapt to changing work priorities; ability to organize work projects, establish priorities and meet deadlines in a timely manner
- Adhere to safety practices
- Administer first aid
- Analyze situations accurately, and adopt an effective course of action
- Establish and maintain effective working relationships with a diverse group of staff, parents, and the public
- Deal with distraught, angry, hostile, or injured individuals; de-escalate a situation as needed
- Gather, collate, and/or classify data
- Handling hazardous materials and waste
- Working autonomously and in cooperation with others and as part of a team; building collaborative relationships
- Interpreting health records and medical reports
- Maintain confidentiality
- Operate standard office equipment, including using specific pertinent hardware and software applications
- Prepare and maintain accurate records and adhere to confidentiality standards relevant to the information
- Read technical information, compose a variety of documents, and/or facilitate group discussions
- Schedule a number of activities, meetings, and/or events
- Meet State and County standards of professional conduct as outlined in Superintendent/Board Policy

JOB QUALIFICATIONS / REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Bachelor's degree in job-related area. Job-related experience within a specialized field is required.

EQUIVALENCY:

Not Applicable.

LICENSE/CERTIFICATIONS:

- Valid, current California Driver's License

- Evidence of Insurability
- CPR/First Aid Certificate
- Registered Nurse (RN) issued by the State of California
- Public Health Nurse (PHN) Certificate issued by the State of California
- Valid, current Pupil Personnel Services School Nurse Credential

OTHER EMPLOYMENT REQUIREMENTS:

- Criminal Justice Fingerprint /Background check
- Tuberculosis and subsequent renewals

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Job is performed in a school setting, generally clean and healthy environment under conditions with exposure to risk of injury and/or illness
- Occasional lifting, carrying, pushing, and/or pulling
- Significant fine finger dexterity
- Moderate amounts of sitting, walking, and standing
- Some stooping, kneeling, crouching, and/or crawling