

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION  
HUMAN RESOURCES DEPARTMENT

**CREDENTIALLED SCHOOL NURSE**

**JOB SUMMARY**

Under the direction of the Area Administrator/ Student Services Division, assists in the maintenance of the school health program and provides health services for special education and at-risk pupils enrolled in programs of the SLOCOE, and performs other related duties as assigned.

**QUALIFICATIONS**

Required:

1. A valid California School Nurse Services Credential or a willingness and eligibility to apply for a Preliminary School Nurse Services Credential and an agreement to complete the required School Nurse Credential Program within 5 years.
2. Minimum three years nursing experience.
3. Audiometer Certificate is required as a condition of continued employment in some positions.
4. A valid California driver's license.

Desirable:

1. Experience in a public school setting.
2. Experience with students with various disabilities.

**KNOWLEDGE AND ABILITY**

1. Ability to interpret a school health program to families and the community.
2. Knowledge of specialized medical procedures and techniques typical to students with disabilities.
3. Ability to promote and foster communication with health care professionals for the well-being of pupils.
4. Knowledge of universal precautions and control of infectious diseases.
5. Ability to serve as health consultant to school personnel, pupils and parents through interpretation of health appraisals, standards of growth and development and laws and regulations relating to the position of school nurse.
6. Ability to interpret, implement and monitor an immunization program for pupils.
7. Ability to work cooperatively and effectively with students, staff, parents, personnel from other agencies and the community.
8. Ability to maintain confidentiality of student information and records.
9. Ability to train staff in child abuse reporting requirements and prevention strategies.
10. Ability to communicate effectively verbally and in writing.
11. Ability to drive a car.

**ESSENTIAL FUNCTIONS** of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Assist in the maintenance of the school health program.

2. Assist in interpreting the school health program to families and the community.
3. Promote and foster communication with health care professionals for the well-being of pupils.
4. Assist in determining the extent of illness or injury of a child and the disposition of the ill or injured child.
5. Implement, monitor, maintain state mandated screening programs; assist in the referral and follow-up necessitated by these programs.
6. Serve as health consultant to school personnel, pupils and parents through interpretation of health appraisals, standards of growth and laws and regulations relating to the position of school nurse.
7. Implement and interpret the state mandated immunization laws and programs; evaluate pupils' immunizations; inform parents of necessary changes.
8. Assist in the prevention and control of communicable diseases.
9. Consult with teachers on the health education of specific pupils.
10. Attend IEP team meetings as requested.
11. Maintain and control required records in a neat and orderly fashion.
12. Prepare and submit reports in a timely manner.
13. Work cooperatively and effectively with students, parents, staff, personnel from other agencies, and the public.
14. Train and monitor staff to provide appropriate health care procedures for students.
15. Drive a car.

PHYSICAL REQUIREMENTS of this position are, but not limited to, the following:

1. Facility to sit at a desk, conference table, on student chairs, on the floor, or in meeting rooms or classrooms of various configurations for extended periods of time.
2. Facility to see and read and distinguish colors, with or without vision aids, medical materials, student files and records, laws and rules and other printed matter.
3. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
4. Manual dexterity to operate a telephone and to utilize medical equipment using both hands.
5. Facility to speak in audible tones so that others may clearly understand instructions in presentations, explanations and directions in normal conversations, in training sessions, on the playground, in other meetings and on the telephone.
6. Physical agility to lift up to 25 pounds to shoulder height and up to 50 pounds to waist height; and to bend, to stoop, to climb stairs, to walk on uneven terrain and to reach overhead.
7. Facility to drive a car.

NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Teacher Salary Schedule

Adopted: 4/30/86  
 Revised: 8/25/93, 7/17/96, 4/22/99, 7/11/02, 9/15/06, 8/21/08  
 Accountability of Time: Area Administrator/ Student Services Division  
 Tasks Assigned by: Area Administrator/Student Services Division  
 Evaluated by: Area Administrator/Student Services Division  
 Hiring Authority: Area Administrator/Student Services Division