

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Lead School Nurse	<b>CLASSIFICATION:</b>	Certificated Non-Management (SCTA)
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9710	<b>WORK YEAR:</b>	186 Days
<b>DEPARTMENT:</b>	Health Services	<b>SALARY:</b>	Lead School Nurse Salary Schedule T
<b>REPORTS TO:</b>	Director, Student Support and Health Services	<b>CABINET APPROVAL:</b>	05-23-16

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**BASIC FUNCTION:**

Assists the Director to plan, coordinate, organize, carry out, and assess the District's Health Services Department to provide timely delivery of high quality health services to staff, sites and departments. In conformance with the district's philosophy, goals and objectives, health services are to promote the educability of youth by providing a consultive and health appraisal service to children, parents, and school personnel.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.)**

Works within the capabilities of the pupils in the schools assigned in accomplishing health objectives. **E**

Develops goals and objectives in the area of health and health education which are consistent with established district goals and objectives. **E**

Works cooperatively with principals and other district administrators and supervisors in planning and implementing the health programs of the schools. **E**

Maintains a behavioral climate in health room and school surroundings conducive to health and health education. **E**

Conducts health appraisals to evaluate the health and developmental status of the pupil in order to make a nursing diagnosis and establish a priority for action. **E**

Interprets to school personnel, parents, and students results of examinations and screening tests. **E**

Communicates with and serves as a consultant for parents, school personnel and pupils in regard to the health needs of pupils, and continues this communication to determine if necessary follow-up is completed. **E**

Assists persons responsible for the pupils' health to locate appropriate community resources. **E**

Communicates with principals and teachers regarding health conditions which might require special consideration or arrangements for the student while in class. **E**

Uses available resources as a means of direct and indirect health education. **E**

Helps to prevent and control disease. **E**

Participates in planning the implementation of proper emergency care and first aid for sudden illness or accident, and gives general assistance when available. **E**

Plans and coordinates the work of paraprofessionals, parents, and volunteers as assigned. **E**

Offers advisory assistance and/or leadership in planning, promoting, and evaluating the health education program and is available to teachers as a resource person in all phases of the health education program. **E**

Keeps accurate records and makes available information appropriate for inclusion in the cumulative records of the pupils. Executes and prepares such forms, records, and reports as may be called for in the management of the school health program at the school plant and district level. **E**

Exercises supervision and care over furniture, books, supplies, and equipment entrusted to her/his care relating to the health program, and instructs pupils in the proper use and preservation of school properties. **E**

Attends meetings called by order of the principal, program director, or other administrator authorized to call meetings. **E**

Serves, as requested, on school and district-wide committees and project teams. **E**

Attends and participates in required in-service training activities, and works with the program director in planning her/his own in-service program. **E**

Participates in the coordination of the school health program with the total health program of the school and the community. **E**

Assists in interpreting the programs and goals of the school district to the community. Performs other health related duties as required. **E**

Serve as the District's expert and advocate on health matters with administrators, school-level nurses, medical personnel, community service organizations, and community partners. **E**

Support the development and expansion of, and act as consultant and liaison for health services in a manner that is consistent with District strategies. **E**

Provide advisement, guidance, and support to school nurses carrying out health guidelines; ensure adherence to safety procedures, and coordinate state-mandated screening procedures, such as hearing, vision, and audits of immunization, dental, and physical exams. **E**

Collaborate with other District departments for staff development related to health concerns, as directed by the Director. **E**

Participate in the District's school health committee as appropriate. **E**

In addition to the above specifications for a nurse serving in a general school program, there are certain areas of specialization to which the school nurse may be assigned. These include special education, high school, federal programs, Cyesis, preschool, vision screening, and hearing screening. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Health Services. **E**

Perform related duties as assigned. **E**

**ABILITY TO:**

Coordinate the health care needs of students.

Manage change and design an effective system of reporting progress and monitoring results.

Respond effectively and expeditiously to emergency medical situations.

Share health information with other professional persons in a confidential manner.

Assist with grant proposal writing.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Establish and maintain effective working relationships with staff, parents, and the public.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt an effective course of action.

Plan and organize work to meet schedules and deadlines.

Prepare comprehensive narrative and statistical reports, including state, county, and local mandated reports.

Meet State and District standards of professional conduct as outlined in Board Policy.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Education: A baccalaureate or higher degree from an approved institution and a current registered nurse license is required.

Experience: Two years' experience as a school nurse and/or as a public health nurse is desirable and will warrant priority consideration. An audiometrist certificate is preferable but not required.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Hold a valid California Registered Nurse License. Current Cardiopulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) certification issued by an approved program required. Possess and maintain a valid School Nurse Services Credential issued by the California Commission on Teacher Credentialing.

**WORKING CONDITIONS:**

SAMPLE ENVIRONMENT: Office and school site environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES: Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit, stand, walk, push/pull, stoop for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS: Exposure to blood and body fluids and student and staff illnesses.

**WORK SCHEDULE AND SALARY:**

Lead School Nurse will serve an additional five days, in addition to the days schools are in session plus required non-teaching service days and professional meeting days. They are placed on the Lead School Nurse salary schedule in terms of their training and experience.

**APPROVALS:**

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Union Signature(s)	Date
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Cancy McArn, Chief Human Resources Officer	Date
_____	_____
José L. Banda, Superintendent	Date