

SAN MATEO COUNTY OFFICE OF EDUCATION

SCHOOL NURSE

JOB SUMMARY

Under the direction of an assigned administrator, provide school health and nursing services to students, staff and parents in the County Office and district programs; monitor and train staff on healthcare procedures; conduct physical examinations; refer students, parents or guardians to appropriate community resources; collaborate and participate in health related Individual Educational Program (IEP) meetings for the assessment and placement of Special Education students.

QUALIFICATIONS

LICENSES & OTHER REQUIREMENTS:

- Valid Services Credential

DESIRABLE QUALIFICATIONS:

- Successful work experience with students with special needs
- Established pattern of professional growth and leadership
- High degree of professionalism and flexibility
- Ability to establish and maintain effective working relationships with diverse groups

ESSENTIAL DUTIES:

- Provide specialized assistance in the County Office health services program for students; prepare and participate in the assessment of the health and developmental status of students; develop health care plans for students as needed;
- Consult with parents, health care providers, interdisciplinary team members and involved agency staff in the management of a student's health care and social needs;
- Conduct physical examinations to assess students' physical condition and health in such areas as hearing, vision, scoliosis screenings and others as well as referral and follow-up;
- Examine students for illness, injury and medical emergency; administer first aid as necessary; document and report unusual or critical cases to appropriate authorities; Act as a consultant in incident(s) of student illness or injury;
- Monitor and train staff in specialized physical health care procedures; teach a variety of health-related topics on a one-to-one or group basis; conduct parent conferences and counseling related to health issues as necessary;
- Provide health information and services to staff, parents and students regarding such issues as medications and health care procedures; provide information in person or on the telephone to school site personnel within the County; communicate with various physicians, specialists, physical therapists and health service agencies;
- Process paperwork to assure students receive physical and other examinations and required follow-up care; prepare and maintain various health and other related files, records and reports according to established procedures; assure compliance with State mandates related to health care;
- Operate a variety of specialized health service office equipment including stethoscope, electronic thermometer, scoliometer, ophthalmoscope, otoscope, computer and copier;
- Refer students, parents or guardians to appropriate community resources for recommended health service programs;
- Participate as a member of IEP teams; participate in the development of IEP goals for students as assigned; observe and assess student progress; prepare reports as necessary;
- Provide in-service training to County Office personnel regarding communicable diseases and other health concerns; recommend or provide appropriate interventions in the event of a case(s) of communicable disease;
- Assist in identification of safety and health hazards on school sites;
- Assist in the development and implementation of preventative maintenance programs in the area of health services;
- Requisition, stock and inventory medical, first aid and office supplies as necessary
- Develop and implement appropriate professional goals and objective for ongoing professional growth;
- Perform other duties as assigned.

KNOWLEDGE/SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Professional and ethical standards and practices;
- School nursing principles, practices, methods and strategies;
- Communicable disease principles, practices, methods and strategies;
- IEP procedures and requirements;
- Medication effects and proper administration procedures;
- Proper operation of specialized health assessment instruments;
- Genetic and environmental disorders which effect cognitive, motor, visual, and auditory development;
- Current medical terminology, equipment and techniques;
- Accepted methods and principles of personal hygiene;
- Accepted testing techniques for hearing, vision and scoliosis and other screenings;
- Oral and written communication skills;
- Public health agencies and local health care resources;
- Current office practices, procedures, and equipment.

SKILLS AND ABILITY TO:

- Perform technical duties related to assigned components of the IEP program;
- Train and provide health information to parents, students and staff;
- Prepare and deliver oral presentations regarding health and safety issues and communicable diseases;
- Identify various health needs, and unusual and critical cases such as child abuse and recommend appropriate action;
- Maintain records and prepare comprehensive reports according to established County Office rules, regulations and mandates;
- Screen students for vision, hearing, scoliosis and other problems;
- Provide consultation and technical expertise concerning student health programs and services;
- Establish and maintain accurate documentation;
- Communicate effectively both orally and in writing;
- Read interpret, apply and explain rules, regulations, policies and procedures
- Manage and prioritize multiple tasks;
- Establish and maintain cooperative and effective working relationships with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
- Multi-task and establish priorities in a fast paced work environment;
- Analyze situations accurately and adopt an effective course of action during routine and emergency situations;
- Meet schedules and time lines
- Work independently with little direction

PHYSICAL DEMANDS OF THE JOB

Not limited to the following:

- Ability to react quickly;
- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.