

SANTA CRUZ COUNTY OFFICE OF EDUCATION

NURSE

DEFINITION

To provide responsible nursing services within the Santa Cruz County Office of Education Programs which include Special Education Programs and Alternative Education Programs; to provide nursing services to students, staff, parents, districts, and the community; and to plan, promote, and conduct activities related to the effective delivery of school nursing services as assigned. Report to the Senior Director, Special Education.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform diagnostic duties to assess students who may have health or serious physical related problems.

Contact parents or other appropriate parties for health history of students, and collect data for medical and community agencies; maintain correct procedures and protocols for extra medical attention.

Provide counseling and education to parents and staff to assist in remediating health problems of students.

Serve as a liaison between various school and health related agencies to ensure there is continuity in medical care and services provided to students.

Provide and/or recommend in-service on special health problems and resources that staff may need in order to deal effectively with a child or group of children.

Conduct hearing, vision, immunization, and related health screening programs and follow up with families of students and other appropriate parties where necessary.

Review school health care laws and regulations, and provide proper notification to program staff of changes relating to health standards or requirements.

Review files and student records to determine the need of service and problems that may require further attention.

Attend designated staff meetings and serves as member of committees providing consultation on appropriate placement of students.

Attend and serve as administrative designee as required at meetings at least annually for student Individual Education Programs and Individual Family Service Plans.

Provide consultation to persons designated to carry out first aid and emergency procedures in various school programs.

Ensure nursing program is in conformance with applicable policies and regulations and the Code of Ethics of the Nursing Profession.

Perform related professional nursing duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Current practices and procedures used in the nursing profession.

Applicable rules and regulations pertaining to nursing services provided in a special education program.

Varied health diagnostic and screening methods and equipment including those used for vision and hearing evaluation; administer an Adult Tuberculosis (TB) Risk Assessment Questionnaire as needed and provide trainings of health processes to all employees.

County Office Special Education Department organization, policies, programs and operational processes as well as those pertaining to school districts, staff, parents and students.

Skill and Ability to:

Apply pertinent state and federal regulations, guidelines, legal mandates, and educational codes related to delivery of school nursing services.

Organize and prioritize the delivery of school nursing services in an effective and timely manner.

Interact with colleagues, staff, parents, students, and the public in an open and constructive manner.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Education:

Possession of a Bachelor's degree or higher, preferably in nursing.

Experience:

School site experience including recent experience related to professional nursing activities in Special Education programs including nursing services to students, staff, parents, school districts and the community.

License or Certificate:

Possession of, or ability to obtain, a California School Nurse Services Credential issued by the Commission on Teacher Credentialing.

Valid Registered Nurse License issued by the State of California.

Possession of a valid Class C California Driver's License.

Insurability by the designed liability carrier for the Santa Cruz County Office of Education.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions:

Sitting frequently on a daily basis; standing and walking short distances; frequent to occasional lifting of 10 to 50 lbs. along with twisting and bending. Frequent use of hands, vision, hearing, speech/language processes; ability to use vision/hearing test equipment, telephone, computer, keyboard, files, forms/paperwork, luggage cart, and automobile.

Assigned work is normally performed in a school site environment. Frequent travel between school sites is required along with continuous contact with school staff, students, and the general public.

Revised: June 2017.