

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services

665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

SCHOOL NURSE

Title:	School Nurse	Reports To:	Coordinator of Student Health
Department:	Student Support Services	Work Year:	183 Days per year
Classification:	Certificated	Salary:	See Certificated Salary Schedule
Date Approved:	January 2007		

DESCRIPTION OF POSITION:

Under the direction of the Coordinator of School Health, the School Nurse provides for the evaluation, improvement and protection of the health of students and school personnel in accordance with state law and District policies and procedures throughout the District.

REPRESENTATIVE DUTIES:

- Conduct vision screening on all kindergarten, first grade students and all students in Grades 2, 5, 8 and 10; as well as students new to the District and Special Education students as mandated by law. *E¹*
- Conduct hearing screening on all kindergarten or first grade students, all students in Grades 2, 5, 8, and 10; as well as students new to the District and Special Education students as mandated by law. *E*
- Conduct scoliosis screening on 7th and 8th grade students as mandated by law. *E*
- Refer and provide follow-up screening of students for whom initial vision, hearing and scoliosis screening tests were not passed. *E*
- Supervise the maintenance of immunization records for all students in the District. *E*
- Supervise the evaluation and referral process for physical examinations on all first grade students required by the Child Health and Disability Prevention Program (CHDP). *E*
- Complete health assessments, as needed, which includes vision and hearing screening and parent contact for health history. *E*
- Collect data from medical and community agencies for students being evaluated and/or reevaluated for Special Education placements. Attend IEP's and Student Study Team meetings as required. *E*
- Supervise the organization and maintenance of required statistics of all screening programs for district and state use. Assist in submitting forms to the appropriate bureaus. *E*
- Supervise physical health care services in the school setting in accordance with law (Education Code 49422 and 49423.5). *E*
- Inform staff of physical or health liabilities of students. *E*
- Monitor and prevent the spread of communicable disease in the school setting according to guidelines established by the California State Department of Health Services and under the direction of the local Health Department. *E*
- Perform other duties as assigned by the Coordinator of School Health or the Director of Special Services.

¹ *Essential duties as required by the American Disabilities Act*

CREDENTIALS AND LICENSES:

- Must possess a Bachelor Degree or higher from an accredited college or university, or possess a valid Registered Nurse License issued by the State of California.
- Must possess and maintain a valid California School Nurse Credential or qualify to apply for one.
- Must have a valid California Driver’s License.

WORKING CONDITIONS:

Environment:

- Office and school environment.
- Subject to constant interruptions.
- Subject to driving to off-site locations in performance of duties.

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	2	Lift/carry 0-10 lbs	2
Twist	2	Lift/carry 11-25 lbs	2
Squat	2	Lift/carry 26-40 lbs	2
Kneel	2	Lift/carry 41-100 lbs	1
Climb	1	Stand	4
Reach above shoulder	3	Walk	4
Grip/Grasp	3	Sit	3
Extend/Flex Neck	3	Drive	3
Use Right Hand	4	Perform Repetitive Hand Motions	4
Use Left Hand	4	Keyboarding/Mouse Work	2
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The District is compliant with ADA requirements.

Approved by: Rose Peppin
Rose Peppin, Assistant Superintendent of HRS

Date: 1-23-07