

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: June 17, 2021

Salary Schedule: #252, Row: 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **DISTRICT NURSING COORDINATOR**

JOB PURPOSE STATEMENT:

Under the direction of the Assistant Superintendent for Educational Services and the Director of Pupil Services, the District Nursing Coordinator will organize and supervise a comprehensive health program for the District, ensuring student safety and program efficiency. Manage the administration of health services and programs for students and families. Provide training and technical assistance with health services mandates and programs, including Federal and State guidelines.

JOB FUNCTIONS:

- Assists in the guidance, coordination, and training of the school nursing team
- Coordinates and supervises health-related professional development for, and serve as a resource person to teachers and administrators
- Develop clear systems of monitoring service provision, data collection and evaluation of nursing services
- Supervise, assess, and evaluate the health and developmental status of pupils, including reviewing cumulative health records to identify pupils' health needs and develop appropriate health plans
- Oversee the interpretation of the health and developmental assessment to parents, teachers, administrators, and other professionals directly concerned with the pupil
- Maintain communication with district administrators, staff, parents and all involved community practitioners and agencies to promote needed treatment and secure reports of findings pertinent to educational planning and student safety
- Ensures appropriate interpretation of medical and nursing findings appropriate to the student's individualized education program and make recommendations to professional personnel directly involved

JOB TITLE: DISTRICT NURSING COORDINATOR

Page 2

- Consults with other district administrators to oversee the health education curriculum and act as a participant in implementing a comprehensive health instruction curriculum
- Counsel and assist staff, pupils and parents in health-related and school adjustment services
- Assume emergency care responsibilities as needed
- Coordinates the periodic review of the health status of pupils with identified health problems. Complete screening and reports as required by law or deemed necessary
- Supports the Home-Hospital program, which includes collaborating with appropriate departments, data collection, evaluation and follow up
- Supervises the compliance with student and staff immunization requirements as per local, State, federal and District standards. Administer health tests to staff, including TB, as required
- Serve on the various committees as required by law or as assigned by the Director of Pupil Services
- Collect data on health-related matters to inform programming and services.
- Maintain professional competence through participation in professional growth activities as approved. Perform other specific duties as directed to support district initiatives

KNOWLEDGE OF:

- Effective interpersonal, communication, conflict resolution, time management, and data collection skills.
- Ability to work comfortably with students, staff, parents, and the community from diverse backgrounds.
- Ability to promptly return calls and emails, including those from parents, within 48 hours or less.
- Ability to thoroughly understand and effectively implement school policies and procedures, and to explain them to students and parents.
- Ability to effectively apply nursing knowledge and demonstrate proper techniques and skills in performing nursing duties; accurately observe and record symptoms, behaviors, and reactions; maintain accurate records and prepare reports; and maintain patient confidentiality and privacy in compliance with applicable state and federal laws and regulations.
- Ability to develop protocols and procedures that support student health initiatives at district and site levels.
- Demonstrable understanding of the importance of student health in the context of a rigorous academic environment.
- Ability to effectively collaborate with interdisciplinary teams and community partners, such as mental health professionals, site administrators, parents, students and community health partners.

JOB TITLE: DISTRICT NURSING COORDINATOR

Page 3

- Knowledge of professional nursing principles, methods and procedures; anatomy and physiology applicable to assigned duties; medical supplies and equipment used in nursing practice; and the uses and effects of medications and narcotics
- Positive, successful record as a school nurse, preferred
- Maintains a proactive demeanor, responsive to the needs of students, parents, teachers and administrators
- Proficiency in a second language preferred

ABILITY TO:

- Demonstrate effective instructional, organizational, and administrative leadership.
- Follow safety procedures and written and verbal instructions.
- Work cooperatively with staff, students & public.
- Make independent decisions; work autonomously.
- Demonstrate good judgment and good problem-solving skills.
- Organize tasks, set priorities and meet deadlines.
- Manage multiple tasks.
- Direct, supervise and instruct others.
- Analyze problems, determine alternative solutions, and make appropriate and effective decisions.
- Communicate effectively in oral and written form.
- Plan, develop and maintain effective organizational and community relationships.
- Build and maintain positive working relationships with students, staff, parents and the community.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English

JOB TITLE: DISTRICT NURSING COORDINATOR

Page 4

- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Bachelor's Degree from an accredited institution of higher learning is preferred

Experience Required:

- At least two (2) years of successful experience as a nurse in a school setting (pre-K-12) preferred

Credential and Licenses:

- Possession of a valid California School Nurse Services Credential
- Possession of a valid California Administrative Services Credential preferred
- Possession of a valid state of California RN License and a current/valid CPR/AED Certificate
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License or ability to obtain one
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position