

**Fairfield-Suisun Unified School District**  
**JOB DESCRIPTION**

**SCHOOL NURSE**

**PRIMARY FUNCTION:**

To conduct a health services program at one or more elementary and/or secondary schools for the evaluation, improvement, and protection of the health of students and school personnel in accordance with state law and district policies and procedures.

**DIRECTLY RESPONSIBLE TO:** Site Administrator or Program Administrator

**ASSIGNED RESPONSIBILITIES:**

1. Conducts medical case findings, screening, and referral activities related to health defects of selected students.
2. Refers parents of pupils needing medical care or welfare assistance to appropriate private or community resources.
3. Monitors and aids in the prevention of the spread of communicable diseases 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.
4. Serves as a health education/counseling resource person to staff, parents, and students.
5. Assists in identification of safety and health hazards on school sites.
6. Maintains a health record for each student.
7. In **coordination with site administrators**, informs teachers of physical or health liabilities of students, and designs and implements Individual Healthcare Plans to meet individual health needs of students when warranted.
8. Provides emergency nursing service for sick or injured students at school.
9. Notifies parents of students about illnesses, physical defects, and potential health problems and provides health counseling directed toward pursuit of appropriate action.
10. Supervises assigned healthcare specialists (a.k.a. Licensed Vocational Nurses (LVNs)) and clerical personnel.
11. Supervises medication administration practices at schools pursuant to California Education Code requirements.
12. Assumes the responsibility for screening procedures such as hearing and vision screening.
13. Assists with verification of selected student absences by home or telephone contacts with parents.
14. Makes up and distributes first-aid kits to classrooms.
15. Assists medical personnel in immunization programs conducted at the schools, if applicable.
16. Prepares and distributes, as needed, health topic bulletins to students, staff members, and parents.
17. Confers with family medical advisors as indicated, and modifies student healthcare plans accordingly.
18. Attends student focused meetings such as Individualized Education Program (IEP) meetings, Section 504 Meetings, and parent conferences.

**SCHOOL NURSE**

**Job Description (cont.)**

**ASSIGNED RESPONSIBILITIES (cont.):**

- 19. Follows established policies and procedures for reporting incidents such as child abuse, substance abuse, harassment, and violence.
- 20. Prepares mandated health and developmental evaluations and updates on all special education students.
- 21. Interprets health and developmental evaluation to parents, teachers, administrators, and other professionals directly concerned with the student, including to members of the IEP team, and provides appropriate follow through.
- 22. Supervises, directly or indirectly, as applicable, physical health care services in the school health setting in accordance with law (Education Code 49422, 49423.5).
- 23. Provides annual training for staff volunteers on the administration of epinephrine pens.
- 24. Attends professional meetings, such as staff meetings, and is encouraged to attend professional development.
- 25. Performs other duties as assigned.

**SUPERVISION EXERCISED AND RECEIVED**

EXERCISED: Assigned healthcare specialists and clerical personnel

RECEIVED: Lead Nurse, Program Administrator, or designee

**MINIMUM QUALIFICATIONS:**

Possess a Bachelor's degree in nursing or related field; possess a valid California School Nurse Credential or equivalent; possess a current CPR certification; possess a valid California Registered Nurse (RN) license; possess a valid School Nurse Audiometric Certificate or acquire certificate within first year of employment; possess a valid California Driver's License.

**PHYSICAL ACTIVITY REQUIREMENTS**

**Work Position (Percentage of Time):**

Standing: \_\_\_\_ Walking: \_\_\_\_ Sitting: \_\_\_\_

***Body Movement (Frequency):***

**None (0)   Limited (1)   Occasional (2)   Frequent (3)   Very Frequent (4)**

Lifting (lbs.): \_\_\_\_ Lifting: \_\_\_\_ Bending: \_\_\_\_

Pushing and/or Pulling Loads: \_\_\_\_ Reaching Overhead: \_\_\_\_ Kneeling or Squatting: \_\_\_\_

Climbing Stairs: \_\_\_\_ Climbing Ladder: \_\_\_\_

**Board Approved:**

**(rev. 4/11/19)**