

NURSE ON SPECIAL ASSIGNMENT TK-12

DEFINITION

Under the direction of the Coordinator of Health Services or an assigned administrator, provide support, guidance, and coordination of health related services in the Irvine Unified School District; and perform other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Serve as a District resource for staff, including: school nurses, health clerks, and administrators
- Coordinate and provide applicable professional development for Health Services related staff and administration
- Attend and participate in conferences, workshops, meetings, and committees and share pertinent information with health clerks, school nurses, and other District staff.
- Participate in IEP or 504 meetings to provide teams additional support and/or resources as appropriate
- Serve as a liaison between students, parents or guardians, and appropriate community based organizations/partners for recommended health service programs to enhance student achievement and overall wellness
- Conduct home visits as necessary
- Assist in the development and implementation of student education, regarding prevention and intervention to address a variety of health related issues and trends
- Coordinate and prepare the collection of data to complete health reports as required by county and state agencies
- Participate in district level collaboration to support the delivery of health services within the district
- Provide substitute (or additional coverage) for District School Nurses or to specific school sites, on an as needed basis. Substitute assignments (or additional coverage) are to be determined in conjunction with the Director of Student Services and Coordinator of Health Services

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

Principles, theories, methods, techniques, and strategies pertaining to school nursing of elementary and secondary school students; academic, social, and behavioral characteristics of students; educational curriculum and instructional goals and objectives, and educational trends and research findings pertaining to comprehensive secondary programming; motivational, behavior management and behavior shaping strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural backgrounds of the school population.

Ability to

Communicate effectively, verbally and in writing; establish and maintain positive working relationships; plan, organize and coordinate the management functions and activities of a school; demonstrate outstanding leadership; be flexible; analyze and define problems and issues, collect data, establish facts, and draw conclusions to develop appropriate solutions; understand and carry out directions with minimal accountability controls; manage multiple tasks.

CREDENTIAL:

Valid California State License at the level of a Registered Nurse

Valid School Nurse Services Credential
Valid first aid and CPR certificate
Valid School Audiometry Certificate

Valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

TRAINING AND EXPERIENCE:

Successful experience as a school nurse. Successful experience coaching, training, and/or mentoring to include experience in school nursing and community leadership roles, which required public speaking, organization of tasks and projects, and involvement in collaboration with community based organizations, is preferred.

EDUCATION:

The minimum requirement for this position is a bachelor's degree in nursing or related field.

PHYSICAL DEMANDS:

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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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