

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

SCHOOL NURSE – PROGRAM SERVICES

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director II, Program Services
Division of Special Education Services

ESSENTIAL FUNCTIONS:

1. Assure implementation of school and health laws to include immunizations, infectious diseases, and specialized physical health care services for students enrolled in special education classes conducted by the Kern County Superintendent of Schools.
2. Provide vision and health screening as prescribed by law.
3. Insure that the health record of each child with special needs is monitored and updated.
4. Participate in the health record of each child with special needs is monitored and updated.
5. Attend orthopedic clinics to interpret findings to appropriate school personnel.
6. Available at all times to attend to health emergencies.
7. Provide staff with instruction and supervision of specialized physical health care procedures and use of equipment for designated students with may include habilitative and rehabilitative procedures.
8. Assess classroom and student needs and requisition first aid and other medical supplies and equipment.
9. Provide staff and parents with instruction on health care.
10. Consult with public and private health agencies.
11. Prepare state mandated reports for first grade physicals and immunizations.
12. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Willingness to stay abreast of current trends, innovations and practices in the field of Public Health.
2. Present self favorably in personality and appearance.
3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.

4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Work well with children of all ages, staff members and outside agencies.
2. Show sincere interest in health program development for students in special day classes.
3. Must present verification of completion of Child Abuse Mandated Reporter Training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must hold a Bachelor's Degree in Nursing and RN license with School Nurse Services Credential.

B. Experience:

1. Nursing experience of at least three years desired.
2. Successful experience in school nursing desirable.

TS: gs

4/24/15

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