

OFFICE OF JOHN G. MENDIBURU, Ed.D.
KERN COUNTY SUPERINTENDENT OF SCHOOLS

LEAD SCHOOL NURSE
Certificated Job Description

SALARY RANGE:

Administrative Schedule #3

IMMEDIATE SUPERVISOR:

Assigned Administrator

BASIC FUNCTION:

Under the direction of the assigned Administrator, assist in organizing, developing and designing health services provided to school districts throughout Kern County, coordinate, monitor and provide advocacy and supplemental health services to students in Kern County Schools; coordinate and implement a variety of health services special projects, as assigned; supervise and evaluate the performance of assigned classified personnel.

ESSENTIAL DUTIES:

1. Plan, organize and direct KCSOS health programs, services and activities including communicable disease prevention, mandated health services and school nursing.
2. Develop plan to provide and enhance KCSOS health programs and services; identify and develop applications for alternative funding sources as appropriate.
3. Assist with planning, coordinating and facilitating meetings and professional development with school nurses and school personnel.
4. Assist with staffing assignments and monitoring school nurse caseloads; review staff multi-disciplinary reports and provide input into their performance evaluation process.
5. Conduct immunization programs; conduct federal and state mandated school health services; assess and evaluate the health and development status of students; interpret the health and development assessment to parents, teachers, administrators and other professionals directly concerned with the student; design and implement individual student health maintenance plans; maintain communication with parents and all involved community practitioners and agencies; interpret medical and nursing findings appropriate to student's Individualized Education Program (IEP) and make recommendations to professional personnel directly involved.
6. Consult, conduct, and serve as a resource person for in-service training to teachers, school staff, administrators, outside organizations and others, as assigned; develop and implement health education curriculum; act as a participant in implementing a comprehensive health instruction curriculum for students; counsel and assist students and parents in health related and school adjustment services.
7. Coordinate, facilitate, participate and present in in-services and trainings to parents and staff as needed.
8. Manage school health services as appropriate to the nurse's education and practice environment; implement needed health programs using a program planning process.

9. Monitor and ensure that health service staff is adhering to legal compliance issues.
10. Partner with others to effect change and generate positive outcomes through the sharing of knowledge about health care; function as a case manager in collaboration with the health care staff and other professionals and agencies; function as a liaison between the family, school, and community.
11. Provide direct health services to identified students, following standardized procedures.
12. Provide medically prescribed interventions, including medication administration and medical/nursing treatments, and standard care of ill and injured students in the school community; respond to health issues by providing counseling and crisis intervention when required in such areas as teen pregnancy, substance abuse, death of family members, suicide, child neglect, or abuse; assume responsibility for the safe and efficient implementation of the plan.
13. Train and supervise nursing staff/unlicensed assistive personnel on a variety of specialized healthcare procedures and documentation of these procedures.
14. Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested. Collaborate with assigned supervisor, directors, and administrators who plan health services delivery to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the health services delivery; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
15. Examine, select, develop, and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs related to health and wellness.
16. Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
17. Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
18. Serve as a technical resource concerning assigned program, function or instructional area.
19. Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

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. Working knowledge of the California Education Code, Nurse Practice Act, Health and Safety Code and Business & Profession Code and other state and federal regulations.
2. Experience and understanding of school related Medi-CAL including Medi-CAL Administrative Activities and Local Educational Agency Medi-CAL.
3. Responsible experience in related health services; experience in public school, children's health, public health, health prevention and promotion or community health services preferred.
4. Knowledge of principles of child development, health, safety and nutrition.
5. Knowledge of community organizations and resources related to health services.
6. Show sincere interest in health program development for students in special day classes.
7. 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. Clear California School Nurse Services Credential.
2. Valid California Administrative Services Credential or Certificate of Eligibility in Administrative Services.
3. Current California Registered Nurse License.
4. Bachelor's Degree in Nursing.

B. Experience:

1. Minimum 5 years of full-time school nursing experience.

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