



## **PROGRAM NURSE – INTERNAL SPECIAL EDUCATION PROGRAMS**

Certificated Job Description

### **IMMEDIATE SUPERVISOR:**

Principal

### **ESSENTIAL FUNCTIONS:**

1. Coordinate communicable disease prevention through immunization and other programs in accordance with state law and KCSOS protocol.
2. Assess and evaluate the health and developmental status of students to identify factors that may impact the learning process and participate in 504, IEP and other relevant meetings.
3. Act as a member of the Individualized Education Program Team; complete assessments and written reports at annual and three-year reviews as appropriate.
4. Interpret medical records, nurse findings, health and developmental assessments to parents, teachers, administrators and other professionals directly concerned with the student.
5. Design and implement health maintenance plans to meet the individual health needs of the students and staff.
6. Maintain communication with parent/guardian and all involved community practitioners and agencies to promote needed treatment and secure reports of findings pertinent to educational planning.
7. Serve as a resource person to parents, staff teachers and administrators through consultation and in-service training.
8. Assist students, parent/guardian and staff to identify and utilize appropriate health delivery service and to address financial, transportation and other barriers to needed health and social services.
9. Be available at all times to attend to health emergencies.
10. To provide school health mandates including dental, vision and hearing screening as prescribed by law.
11. Conduct staff training in variety of health areas including but not limited to CPR, first aid, EpiPen administration, emergency medical procedures and medication administration.
12. Administer and monitor Internal Programs MediCal Administrative Activities and LEA Billing Options programs.
13. Provide referral and follow-up services for eligible Internal Programs students to receive medical services, corrective lenses, medications, etc.

14. Maintain records and prepare reports as required.
15. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Ability to establish and maintain effective working relationships with staff, students and community; ability to communicate effectively orally and in writing with staff and public.
2. Maintain current knowledge, skills, and expertise in school health related areas.
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. Ability to work well with children of all ages, staff members, and outside agencies.
2. 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.
3. Current First Aid and CPR Training Certificate.

**TRAINING AND/OR CREDENTIALS:**

A. Education/Credentials:

1. California Registered Nurse License.
2. California School Nurse credential.
3. A Bachelor's degree (BA or BS) from an accredited college or university.
4. Public Health Nursing Certificate.

B. Experience:

1. Nursing experience of at least three years desired.
2. Successful experience in school nursing desired.
3. Responsible experience in related health services; experience in public school, children's health or community health services preferred.

MR: mm  
7/9/2024

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