

**TITLE: LEAD NURSE**

**JOB GOAL:** Develops, coordinates and maintains a broad program of health education and services that protects, maintains, and enhances the health of students. The lead nurse strengthens and facilitates the educational process by identifying and remediating health-related barriers that may impede the ability of students to learn through the development of health policies and procedures as well as by coordinating and supervising a comprehensive health services program.

### **QUALIFICATIONS**

Knowledge of

1. Child growth and development.
2. Current medical and first aid procedures.
3. State and district laws, rules, and regulations pertaining to this position.
4. General laws, rules and regulations pertaining to Special Education services.
5. Specialized health care procedures.
6. Safety rules and regulations for this position.
7. Spanish language strongly desired.

Ability to

1. Coordinate health care of students.
2. Learn appropriate rules, regulations, and policies.
3. Develop, organize and provide a wide range of trainings pertaining to health procedures, conditions, treatments, etc.
4. Initiate new and innovative programs in a collaborative team method.
5. Interpret summarize and report health histories and medical reports of students.
6. Relate in a positive manner with adults, children, and other employees.
7. Understand and carry out oral and written instructions, policies, and procedures.
8. Design and implement health care plans.
9. Participate as a member of a multi-disciplinary team.
10. Communicate effectively and tactfully in both oral and written forms so as to maintain and/or establish good public relations.
11. Develop, coordinate and/or conduct workshops and training seminars.
12. Exercise confidentiality, independent judgment, and problem-solving skills related to specific areas of responsibility.

Training and Experience; Special Licenses

1. Valid California registered nurses license and California credential authorizing health services in grade level K-12.
2. Bachelor's degree in nursing or related field.
3. Possession of Administrative Credential preferred.
4. American Heart Association or American Red Cross CPR Instructor's Certificate and First Aid Certificate.
5. Public Health nursing experience and/or previous school nurse/leadership experience, required.
6. Possession and maintenance of a valid Audiometric Certificate.
7. Good work history and attendance.

**REPORTS TO:** Executive Director, Student Support\_or designee

**ESSENTIAL FUNCTIONS**

1. Assess and evaluate the health and developmental status of selected students through nursing diagnosis and the use of appropriate evaluative techniques.
2. Work cooperatively with to assess health needs related to learning and determine appropriate educational plan.
3. Complete Health and Developmental History and Special Education updates as needed.
4. Supervise, conduct and/or arrange for mandated vision (including color vision) and hearing and scoliosis screening.
5. Participate as the Lead on District Committees (i.e. SARB, Disaster Preparedness, Interagency Committee, etc.).
6. Supervise and/or assess district wide student population for compliance with immunization laws and any other health required regulations.
7. Supervise proper administration of medication procedures, including policy development and training and compliance guidelines for health staff.
8. Provide adequate care for ill and injured children as well establish district guidelines in conjunction with Risk management and other district staff.
9. Develop specialized and standardized procedures and trainings as needed for special needs students.
10. Serve as a resource to parents, staff and administration with respect to school related information.
11. Comply with the law regarding suspected child abuse and assist with developing and providing trainings to all staff.
12. Serve as a resource to all staff for health instruction, provide health education resource materials for classroom teachers, and provide student instruction of selected health topics and issues.
13. Actively participate as a member of school(s) Disaster Preparedness Team and as lead for district medical training and response.
14. Actively participate as a member of the Crisis Intervention Team and serve as lead district liaison.
15. Maintain and submit data for state annual reports and district reports (Special Education, immunization, CHDP, scoliosis, etc.).
16. Supervise the Health Services Program as well as the performance of assigned health clerks and develop trainings, policies and guidelines in compliance with district, county and state standards.
17. Review all accident reports, and deal with district-level parent concerns.
18. Coordinate mandated screening programs and training.
19. Coordinate District Home/Hospital referrals including reviewing all applications and determining appropriate placement.
20. Work with community resources.
21. Follow district policies and procedures.
22. Participate in district in-service training as required.
23. Knows and understands the Mission and Core Values of the district.
24. Performs other related duties as assigned.

**OTHER DUTIES:**

1. Attend District meetings as required.

**OTHER DUTIES** (continued):

2. Instruct CPR/AED First Aid/Emergency/Disaster preparedness classes for district personnel as required.
3. Attend District meetings as required.
4. Instruct CPR/AED First Aid/Emergency/Disaster preparedness classes for district personnel as required.
5. Assist in planning and implementation of health curriculum as appropriate, according to district guidelines.
4. Conduct staff in-services on selected health topics and related issues, i.e., child abuse reporting, recognition of communicable disease and appropriate action.
5. Present parent information meetings as indicated, i.e., growth and development, child abuse prevention, substance abuse.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid State of California Driver's License.
3. Good work history and attendance.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Visual ability to administer medical care, read documents and equipment readouts.
3. Able to conduct verbal conversation in English.
4. Able to hear normal range verbal conversation (approximately 60 decibels.)
5. Able to sit, stand, stoop, kneel, bend, and walk.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
10. Able to push and pull objects weighing up to fifty (50) pounds.
11. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
12. Able to exhibit full range of motion for shoulder abduction and adduction.
13. Able to exhibit full range of motion for elbow flexion and extension.
14. Able to exhibit full range of motion for shoulder extension and flexion.
15. Able to exhibit full range of motion for back lateral flexion.
16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. Able to work with disinfectants, sanitizers, and medical chemicals in a safe and efficient manner without allergic reaction.
19. Able to operate a motor vehicle in a safe and effective manner.
20. Able to operate office and medical machines and equipment in a safe and effective manner.

**TERMS OF EMPLOYMENT:** 195 work days  
Appropriate stipend (15% of Step I/School Nurse)

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy. The evaluation will be completed by the Assistant Superintendent of Ed Services, Director of Pupil Services-or designee.

Approved by: Board of Education  
Amended by: Board of Education  
Amended by: Board of Education  
Amended by: Board of Education

Date: February 9, 1994  
Date: May 8, 1997  
Date: November 18, 2010  
Date: April 18, 2019

**Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.**

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.