

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED MANAGEMENT POSITION

JCN: 378  
EXEMPT

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### LEAD SCHOOL NURSE

#### **BASIC FUNCTION:**

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

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Advocate for the delivery of dignified, culturally competent, developmentally appropriate, and humane health care by the inter-professional team; educate colleagues regarding implementation of the plan; incorporate the individualized health care plan into the pupil's educational day and extended learning activities; document coordination of the care.
- Assist with planning, coordinating and facilitating meetings and professional development with school nurses and school district personnel.
- Assist with staffing assignments and monitoring school nurse caseloads; review staff multi-disciplinary reports and provide input into their performance evaluation process.
- Bill appropriately and correctly to maximize fiscal stability.
- Collect and prioritize comprehensive data based on the health care consumer's immediate condition or anticipated needs in a systematic and ongoing process; use appropriate evidence-based assessment techniques and instruments and tools; document relevant data in a retrievable format.
- Conduct immunization programs; conduct federal and state mandated school health services; assess and evaluate the health and development status of pupils; interpret the health and development assessment to parents, teachers, administrators and other professionals directly concerned with the pupil; design and implement individual pupil health maintenance plans; maintain communication with parents and all involved community practitioners and agencies; interpret medical and nursing findings appropriate to pupil's Individualized Education Program (IEP) and make recommendations to professional personnel directly involved.
- 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 pupils; counsel and assist pupils and parents in health related and school adjustment services; teach health-related subjects under the supervision of a classroom teacher.
- Conduct a systematic, ongoing, and criterion-based evaluation of the outcomes prescribed by the plan and indicated timeline; collaborate with the health care consumer and others involved in the care or situation in the evaluation process; document the results of the evaluation.
- Convey information to health care consumers in formats that promote understanding; disclose observations or concerns related to hazards, errors in care, or the practice environment to the appropriate level of administration; use communication as a strategy to achieve nursing goals; seek continuous improvement of one's own communication and conflict resolution skills.
- Coordinate, facilitate, participate and present in in-services and trainings to parents and staff as needed.
- Derive the diagnoses or issues through analysis of a broad range of assessment data, including data, from the pupil, family school staff, and health care providers; document diagnoses or issues in a retrievable format to facilitate the determination of the expected outcomes and plan.

- Develop an individualized plan in partnership with the pupil's characteristics or situation to address each identified diagnoses, including emergency care provisions; establish the plan priorities with the family and others as appropriate and use the plan to provide direction to other members of the health care team; document the plan in a manner that uses standardized language or recognized terminology.
- Engage in self-evaluation of practice, identifying areas of strength as well as areas in which professional development would be beneficial; obtain informal feedback regarding one's own practice from clients, peers, professional colleagues, and others; take action to achieve goals identified during the evaluation process; interact with peers and colleagues to enhance one's own professional nursing practice or role performance; take corrective action to rectify a mistake and reduce future errors.
- Identify appropriate resources for assessed health care consumer care needs and desired outcomes; advocate for resources, including technology, that enhance school nursing practice and health care delivery; assist the health care consumer in securing appropriate available services, addressing needs across the health care continuum such as State Child Health Insurance Program.
- Incorporate the vision and goals of the school organization when planning care, and implementing and measuring progress of the individual pupil; participate in efforts to influence school health, public health, and general health care policy; participate in appropriate professional organizations in a membership or leadership capacity; participate in committees, councils, or administrative teams in the school or other setting.
- Initiate and maintain pupil health records.
- Involve pupil, family, health care providers, school staff and others in formulating expected outcomes when possible and appropriate; use standardized language or recognizable terminology to document the outcome in a retrievable form.
- Facilitate and organize the order and maintenance of medical supplies and related equipment.
- Maintain professional standards and competence through participation in professional growth opportunities provided by the county office and in self-directed professional growth activities.
- Manage school health services as appropriate to the nurse's education and practice environment; implement needed health programs using a program planning process.
- Monitor and ensure that health service staff is adhering to legal compliance issues.
- Organize and participate in health clinics for pupils as well as coordinate follow-up and case management for treatment and remediation of health problems.
- Participate in ongoing educational activities related to professional issues; seek formal and independent learning experiences to develop and maintain clinical and professional skills and knowledge; share educational findings, experiences, and ideas with peers; maintain professional records that provide evidence of competency and lifelong learning; maintain national school nurse certification.
- Partner with others to effect change and generate positive outcomes through the sharing of knowledge about the health care consumer and/or situation; function as a case manager in collaboration with the health care consumer and other professionals and agencies; function as a liaison between the family, school, and community.
- Partner with the pupil, family, significant others, and caregivers as appropriate to implement the care plan in a safe, realistic and timely manner; use evidence-based interventions and treatments specific to the diagnosis or problem; use community resources and systems to implement the plan; document implementation and any modifications, including changes or omissions of the identified plan in the appropriate health and educational records.
- Prepare and maintain a current work schedule.
- Prepare and maintain reports of health services rendered to pupils, quarterly.
- Provide computer-generated reports.

- Provide direct health services to identified pupils, following standardized procedures.
- Provide medically prescribed interventions, including medication administration and medical/nursing treatments, and standard care of ill and injured health care consumers 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.
- Provide health education to pupils and parents on such topics as healthy lifestyles, risk-reducing behaviors, developmental needs, activities of daily living, and preventive self-care; provide general health education through classroom instruction or expert consultation; promote health, wellness, self-care, and safety through education of the school community regarding health issues; promote health principles through the Coordinated School Health Program; serve as a primary resource to school staff (and others, as appropriate) regarding health education.
- Provide professional support, guidance and consultation to health services staff.
- Promote a practice environment that reduces environmental health risks of health care consumers, including visitors; participate in strategies that promote emotionally and physically healthy communities.
- Train and supervise nursing staff/unlicensed assistive personnel on a variety of specialized healthcare procedures and documentation of these procedures.
- Seek consultation with other health professionals; document consultation with other health care providers and other professionals to ensure implementation of the plan; acquire knowledge through participation in formal or informal consultation to address issues in nursing practice.
- Use Code of Ethics for Nurses with Interpretive Statements and the Guide to the Code of Ethics for Nurses: Interpretation and Application; Code of Ethics for the School Nurse and other appropriate resources to guide practice; uphold health care consumer confidentiality within legal, regulatory, and ethical parameters of health and education; integrate caring, kindness, and respect into nursing practice.
- Use creativity and innovation to enhance school nursing care; participate in quality improvement activities; identify, collect, analyze data; formulate recommendations and implement activities to improve school nursing practice.
- Use current evidence-based nursing knowledge, including research findings, to guide practice; incorporate evidence when initiating changes in school nursing practice; participate in data collection such as surveys, pilot projects, and formal studies.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- 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.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select, develop, and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs related to health and wellness.

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies and procedures as determined by the Fresno County Superintendent of Schools.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Work a flexible schedule and able to travel between the city and county's school sites and other locations as indicated.

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

- Causes and methods of control of various communicable disease.
- Community health programs, resources, agencies and organizations.
- CPR methods and procedures.
- Evidence based practice and continuous quality improvement.
- Health services available to pupils.
- Local, State and Federal standards and requirements governing health programs.
- Medi-Cal billing, School-Based Medi-Cal Administrative Activities, Random Moment Time Surveys, and the auditing requirements for each of these programs.
- Medical procedures associated with special health care needs.
- Modern medical terminology, equipment and techniques.
- Normal health and development as related to pediatric/adolescent/young adults.
- Practices and procedures involved in the administration of health services.
- Primary, secondary and tertiary prevention as related to pupils with disabilities.
- Problems and concerns of pupils with special needs.
- Research methods, report writing and record keeping techniques.
- Transcultural nursing practices.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

##### ABILITY TO:

- Administer CPR/initiate emergency treatment as needed.

- Consult and collaborate with program administration, staff, outside agencies and school districts in administering health services.
- Coordinate communications and resources to ensure program activities run smoothly and effectively.
- Develop and provide health case-management and related services to pupils with physical and other disabilities.
- Maintain systems, policies, standards and procedures in compliance with a variety of federal, state and local laws, rules and regulations as they relate to the job assignment and /or assigned program.
- Plan, organize, identify and provide health services to pupils.
- Prepare and deliver oral presentations.
- Prepare comprehensive narrative and statistical reports.
- Provide technical expertise, information and assistance to site personnel and parents.
- Recognize child health issues and concerns and coordinate community service programs to reduce potential problems.
- Remain current with trends, laws, procedures, assessment methods and techniques relating to the field of special education and health services.
- Supervise and evaluate the performance of assigned personnel.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- Bachelor of Science degree in Nursing or related field.

### **EXPERIENCE:**

- Three years experience in Clinical, Public Health or School Nursing.

## **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California School Nurse Services Credential.
- Valid California Public Health Certificate preferred.
- Valid California Administrative Services Credential preferred.
- Valid California Registered Nurse License.
- Valid Audiometry Certification (or working towards receiving certification).
- Valid CPR/AED Certificate issued by an authorized agency.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.

- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid Defensive Driving Certificate issued by an authorized agency within one year of date of hire.
- This position may require a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Classroom, school campus and playground environment.
- Drive a vehicle to conduct work, using own transportation.
- Health office, and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

**HAZARDS:**

- Potential for contact to include but may not be limited to blood borne pathogens, communicable diseases, blood and other bodily fluids.
- Potential for interaction with pupils that have emotional disturbances and or aggressive behaviors.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 01/05/2021