

# MONTEREY COUNTY OFFICE OF EDUCATION

## LEAD CREDENTIALLED SCHOOL NURSE

**CLASSIFICATION:** Certificated Professional  
**SALARY LEVEL:** P-3.5  
**WORK YEAR:** 220

### **DEFINITION:**

Under the direction of the Senior Director of Special Education, the Lead Credentialed School Nurse is responsible for overseeing policy and procedural reviews and revisions of the Monterey County Office of Education (MCOE) Special Education health care practices. The individual must also perform regularly assigned Credentialed School Nurse duties, including but not limited to: providing required health services for students identified with special needs; training staff on the administration of medication, universal precautions, infectious disease control, illness policy and assisting in maintaining health related competency levels for staff; conducting student and infant health and development assessments; determining levels of services required for access to educational programs; identifying and assisting in the removal or modification of health related barriers to learning and protect and improve student health, and participating as a member of the Individualized Education Program (IEP) team for students with special health care needs.

### **SUPERVISOR:**

Senior Director of Special Education

### **POSITION(S) SUPERVISED:**

None

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Coordinate the establishment of guidelines and procedures for Credentialed School Nurses
- Review and update all standardized forms utilized by MCOE Special Education
- Coordinate professional learning opportunities for Credentialed School Nurses
- Mentor and advise new Credentialed School Nurses
- Serve as a liaison to MCOE Special Education administrators and report relevant information to the department's leadership
- Collect relevant information from Credentialed School Nurses and develop into report format, as required
- Serve as the departmental leader in communicable disease control
- Coordinate the First Aid/CPR training program for MCOE Special Education staff
- Serve on health-related committees, as required

- Participate in analysis of program efficacy
- Provide required health services for students identified with special needs; plan and implement school health programs; provide consultation services to schools
- Promote health and prevention education and safety; provide training to assigned staff on the administration of routine and emergency medication, universal precautions, infectious disease control, illness policy and assist in maintaining health care related competency levels for staff; administer medication to students as needed and oversee work assignments of health assistants; conduct bi-annual CPR/First Aid/AED in-service trainings for special education staff
- Perform various State-mandated health screenings including vision, hearing testing for infants and students; determine levels of services required for access to educational programs and Individual Care Plans; conduct health appraisals including nutrition, physical disabilities, mental health and child abuse cases; follow-up on student health care assessments and provide referrals as needed; confer and consult with faculty and staff health consultants concerning student health care
- Attend and participate in Individualized Education Programs (IEPs) when there is a health concern and other assigned meetings and conferences concerning students with special needs that require health and nursing services
- Review medical records and development health assessments for County-wide infant program; attend Individual Family Service Plan (IFSP) meetings related to special services for young children with developmental delays
- Develop, conduct and train staff to carry out the Medi-Cal billing program for nursing services and other services provide by trained Health Care Aides; develop billing logs and supportive documentation to account for student activity throughout the school day
- Provide consultation and assist school staff, students, and families with communicable disease prevention/control, emergency care, acute and chronic health conditions, first aid, student health assessments, child abuse concerns and reporting requirements; collaborate with County health, social services and community agencies to enhance the level of care in the community and prevent communicable disease transmission
- Assist school staff in complying with State legal requirements regarding immunization records, physicals and other health-related matters; provide and review information regarding emergency procedures such as care of student with seizures, diabetes, allergic reactions and others; review and inform school staff of policies and laws regarding school health including confidentiality, new forms and other related issues; develop and revise health forms for the County to assure compliance with legal and educational requirements
- Prepare and maintain a variety of State-mandated and other reports as required, such as student progress reports, health assessments, statistical reports and others; coordinate and oversee the Medi-Cal services and billing process for students; compile information for Medi-Cal billing logs; submit reports and records as required; maintain medical billing and supportive documentation related to daily student activity
- Communicate with parents, students, personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software; operate and maintain a variety of specialized medical equipment and instruments; assure proper working condition of equipment; drive a vehicle to conduct work
- Attend staff and school nurse meetings; attend IEP, IFSP, County Health Department and County Office meetings as needed; service on assigned committee as directed; maintain current knowledge of school health issues
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative

Regulations

**OTHER DUTIES:**

Perform other job-related duties as required

**PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Bachelor's degree from an accredited college or university in nursing
- Five (5) years of related nursing experience in a school or clinical environment including work with children, adolescents and special education-related functions

**Knowledge of:**

- Principles, practices, methods, techniques and equipment used in health care practice, assessment and preventative health care
- Applicable federal, State and local laws, regulations and legal mandates related to education, health and safety codes
- Principles of child development, child health, public health issues, childhood disabilities and childhood development
- Basic anatomy, physiology, and medical terminology
- Administration of medications, side effects, indicators and contra-indicators
- Causes and methods of control of various communicable diseases
- Immunization and blood borne pathogen procedures and regulations
- Principles and procedures of record-keeping and report preparation
- Community health programs, resources, agencies and organizations
- Interpersonal skills including tact, patience and courtesy
- Operation of a variety of office equipment including a computer, assigned software and related medical and health care screening equipment

**Skills and Abilities:**

- Provide required health and nursing services to students identified with special needs

- Conduct student health and development assessments, determine student needs and develop viable plans and alternatives
- Promote health and prevention education and safety
- Administer medication to students as needed
- Facilitate and conduct in-service health care and other trainings for staff
- Develop, implement and administer goals, objectives and procedures for providing effective and efficient student health programs and services
- Interpret and apply policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including mandates affecting Special Education programs
- Prepare and maintain accurate records and reports in accordance with applicable standards
- Maintain confidentiality of patient information
- Respond quickly and calmly in emergencies
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Attend meetings at various sites and locations
- Plan and organize work
- Work independently with little direction
- Work effectively with children and families

**Desirable Qualifications:**

- Master's degree in Nursing
- Bilingual/Biliterate in Spanish
- Ability to communicate in Manually Coded English (MCE), American Sign Language (ASL), and/or Signing Exact English (SEE)

**Licenses and Certifications:**

- California School Nurse Services Credential
- Registered Nursing License issued by the State of California
- CPR and First Aid Certificate Instructor training
- California Driver's License with evidence of insurability