

**TITLE:** **SCHOOL NURSE – School Readiness/Community Resource Center**

**QUALIFICATIONS:**

1. California registered nurse license
2. California school nurse credential
3. Knowledge and understanding of collaboration and school-linked services
4. Excellent written and verbal communication skills

**REPORTS TO:** Health Services Coordinator II

**JOB GOAL:** To strengthen and facilitate educational process through health supervision and health education of children, youth, and parents utilizing community health process

**PERFORMANCE RESPONSIBILITIES:**

1. Administers and coordinates activities associated with operation of Community Resource Center (CRC)
2. Serves as liaison to outside agencies, clinics and school districts as appropriate to functioning and expansion of services at CRC
3. Assists with implementation of programs related to goals of CRC and associated grants
4. Assists parents and pupils to identify and utilize appropriate health and social service delivery systems and in addressing social, financial, transportation and other barriers to obtaining needed services
5. Develops, promotes, implements and disseminates information on programs and services meeting existing or newly identified needs of children and families in CRC area
6. Provides case management for families in need including utilization of Family Matrix case monitoring system, case management system and appropriate referral and follow-up
7. Conducts immunization programs in accordance with state law
8. Assists in design and implementation of health maintenance plans to meet individual health needs of students
9. Serves as resource to school-site staff in school safety planning and in attendance at S.I.T., 504 and IEP meetings
10. Explores and assists in addressing health-related attendance problems
11. Serves as resource to teachers, administrators and community in implementing health instruction curriculum for students and their families
12. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; teachers' salary schedule, 214 working days

**EVALUATION:** Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.