

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

LEAD NURSE

DEFINITION

Under the supervision of the Executive Director, Health Services, the Lead Nurse performs a variety of duties related to school nursing including providing direct services to students and coordinating the activities of other Health Services staff.

EXAMPLES OF DUTIES

- Act as liaison with County Health Care Agency and State Department of Health and Human Services.
- Provide input to administrators regarding the scheduling and assignment of staff.
- Coordinate coverage for health staff absences in order to ensure coverage for specific student health needs.
- Facilitate weekly nurse meetings.
- Schedule mandated screenings and advise schools of same.
- Coordinate ordering of materials, equipment, and other resources authorized by administrative staff.
- Collaborate with district administrators to prepare agendas, packets, and other components for staff meetings.
- Monitor compliance with immunization and school entry physical exam requirements.
- Train Health Assistants and other classified staff on proper procedures and specialized health functions.
- Establish systems to ensure coverage for medical procedures for special needs students.
- Serve as District Nurse during summer school.
- Organize staff development activities for colleagues and appropriate site-based staff.
- Provide direction and training to school office teams regarding the care of students with medical needs.
- Assist administrators in resolving problems and mitigating health-based student issues.
- Perform related duties as assigned.

QUALIFICATIONS

- Two (2) years experience as a school nurse in CUSD
- Supervisory experience preferred

RATE OF PAY

The Lead Nurse stipend will be paid on the co-curricular salary schedule as designated.