

# JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT  
12820 Pioneer Boulevard, Norwalk, California 90650-2894 (562) 868-0431

Job#59

August 24, 2018

## NOTICE OF CERTIFICATED VACANCY 2018 - 2019 SCHOOL YEAR

### SCHOOL NURSE: PRESCHOOL PROGRAM

#### I. GENERAL DESCRIPTION:

The Preschool Nurse is responsible for planning and implementing the health services of the Preschool Program. The Preschool Nurse establishes the most effective methods for health needs to be met; renders nursing services as required; is responsible for health education within the delegate agency. This position is dependent on continued funding from federal categorical programs. Will report directly to Head Start/State Preschool Program Director.

#### II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Prepare and submit district, county, state, and federal reports as needed.
- B. Develop and implement health services policies and procedures; review and revise annually as needed.
- C. Review student health records and interpret to program staff.
- D. Assess and evaluate health needs of preschool children and their families.
- E. Interpret health needs of children and their families and make referrals to proper agencies for follow-up.
- F. Perform and/or supervise mandated federal health screenings.
- G. Ensure that required children's screenings; e.g. vision, hearing, are completed within timelines.
- H. Ensure that preschool students receive medical and dental examinations and other health services as required by Head Start/State Preschool regulations.
- I. Provide illness and injury assessment of children as needed.
- J. Provide first aid and emergency care to students and staff as needed.
- K. Counsel parents regarding health issues/problems.
- L. Conduct health in-service training to program staff.
- M. Conduct health education training for parents.
- N. Maintain health record logs (e.g. referrals, immunizations, injury, and illness) for up-to-date status of children.
- O. Train health aides and provide direct and indirect supervision with specialized healthcare procedures, as needed.
- P. Promote a healthy environment in a preschool setting.
- Q. Screen and approve medical and dental bills for reimbursement.
- R. Attend site, district, and LACOE meetings as required.
- S. Serve as a team member for MDT, SCAN, and Leadership groups.
- T. Participate in the refunding application and budget process for the preschool program.
- U. Collaborate and establish partnerships with community medical providers.
- V. Monitor Early Head Start health services.
- W. Other job-related duties as required.

#### III. QUALIFICATIONS:

##### A. Minimum:

- Skills are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment, including using pertinent software applications and preparing and maintaining accurate records

- Perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions
- Technologically proficient (computers and basic processing software, mobile devices)

**B. Ability to:**

- Communicate well, both orally and in writing
- Use screening procedures for determining established physical or health issues
- Maintain cooperative and effective working relationships
- Render first aid
- Speak, read and write Spanish (preferred)

**C. Skills:**

- Current and effective techniques and procedures in working with individuals with chronic and acute health problems
- Works with students, district personnel, and the general public in a pleasant and cooperative manner
- Maintains professional confidentiality and works collaboratively with peers

**D. Knowledge of:**

- Community resources for health and welfare services, teaching techniques and methods, organization and implementation of a health program
- District policies, rules and regulations
- Public school district health programs
- Early Head Start, Head Start and State Preschool health regulations

**E. Education:**

- Bachelor's Degree from an accredited institution of higher learning

**F. License/Credential/Certification:**

- Valid California Registered Nurse License
- Upon hire, willing to apply for a California School Nurse Services Credential with the California Commission on Teacher Credentialing and clear the credential within 5 years
- Valid California Driver's license and access to an automobile
- Basic Life Support Provider CPR certification
- CPR/First Aid Instructor certification (preferred)

**G. Experience:**

- Experience in pediatric nursing
- Experience in providing health education to adults

**H. Medical Required:**

- Tuberculosis Test
- Measles, Whooping Cough, and Influenza vaccinations
- Physical Exam prior to hire

**IV. PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

**A. Physical:**

Sitting, reaching, bending, walking on level surfaces and occasional walking on uneven slippery surfaces. Occasional stair climbing, use of legs, fine motor coordination, wrist/arm coordination grasping/holding, use of all fingers and both hands. Regular lifting 40lbs. and up. Carrying/pushing 40lbs. and up. Color and near vision, depth perception. Use of both eyes with corrective lenses. Sense of smell, speaking, normal hearing and able to distinguish sounds in transmission.

**B. Mental:**

Stress of emergencies, deadlines, interpersonal conflict and normal work standards stress. Ability to work with interruption. Concentrate for long periods of time. Reading. Interpreting codes, laws, and policy. Occasional calculating, perform math process and

memorize and recall objects and people. Analyze problems and generate alternatives.  
Solve multi-variant problems.

**C. Environmental Demands:**

Exposure to blood borne pathogens and communicable diseases. Contact with blood and other body fluids.

V. **WORK YEAR:** 12 months/202 workdays/8 hours per day

VI. **SALARY RANGE:** Appendix F-2: Teacher Salary Schedule (Plus \$5,891 Stipend).  
<https://1.cdn.edl.io/SsgYOsJ68DXY2JiCZ9u7rG4agkdrNFmmCSkojlaY02FY8kL2.pdf>

**APPLICATION PROCEDURE:**

Please apply at <https://www.edjoin.org/Home/JobPosting/1089330>

Please include with your Edjoin Application, a letter of interest, resume, three letters of recommendation (must be dated and signed within 1 year), copy of valid license, copy of valid CPR/First Aid certification, and copy of transcripts.

**CLOSING DATE: Open Until Filled**

**An Equal Opportunity Employer**

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

**Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying:** The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

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| <p><b>Title IX Coordinator<br/>(Nonstudent Issues):</b><br/>Assistant Superintendent, Human Resources or<br/>designee<br/>12820 Pioneer Boulevard<br/>Norwalk, CA 90650<br/>(562) 868-0431</p> | <p><b>Title IX, Title VI, and Title VII Coordinator<br/>(Student Issues):</b><br/>Assistant Superintendent, Educational Services or<br/>designee<br/>12820 Pioneer Boulevard<br/>Norwalk, CA 90650<br/>(562) 868-0431</p> |
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