

JOB NOTICE

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

Job #41

August 20, 2019

NOTICE OF CERTIFICATED VACANCY **SCHOOL NURSE: PRESCHOOL PROGRAM**

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 Director, Head Start/State Preschool Program.

ESSENTIAL DUTIES:

- Prepare and submit district, county, state, and federal reports, as needed.
- Develop and implement health services policies and procedures; review and revise annually, as needed.
- Review student health records and interpret to program staff.
- Assess and evaluate health needs of preschool children and their families.
- Interpret health needs of children and their families and make referrals to proper agencies for follow-up.
- Perform and/or supervise mandated federal health screenings.
- Ensure that required children's screenings (e.g. vision, hearing, etc.) are completed within timelines.
- Ensure that preschool students receive medical and dental examinations and other health services, as required by Head Start/State Preschool regulations.
- Provide illness and injury assessment of children, as needed.
- Provide first aid and emergency care to students and staff, as needed.
- Counsel parents regarding health issues/problems.
- Conduct health in-service training to program staff.
- Conduct health education training for parents.
- Maintain health record logs (e.g. referrals, immunizations, injury, and illness) for up-to-date status of children.
- Train health aides and provide direct and indirect supervision with specialized healthcare procedures, as needed.
- Promote a healthy environment in a preschool setting.
- Screen and approve medical and dental bills for reimbursement.
- Attend site, District, and LACOE meetings, as required.
- Serve as a team member for MDT, SCAN, and Leadership groups.
- Participate in the refunding application and budget process for the preschool program.
- Collaborate and establish partnerships with community medical providers.
- Monitor Early Head Start health services.
- Perform other job-related duties, as assigned.

QUALIFICATIONS:

REQUIRED:

- Bachelor's Degree from an accredited college or university of higher learning

- 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/First Aid certification)
- CPR/First Aid Instructor certification (preferred)
- Experience in pediatric nursing
- Experience in providing health education to adults
- Tuberculosis Test
- Measles, Whooping Cough, and Influenza vaccinations
- Physical Exam prior to hire

EMPLOYMENT STANDARDS:

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

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)

SKILLS:

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

Work Year:

12 months/202 workdays/8 hours per day

SALARY: Teacher Salary Schedule- Appendix F-2

<https://4.files.edl.io/795d/02/26/19/234805-a8dc3c8d-9c79-41e9-a540-c34d8551f94e.pdf>

LOCATION: Ramona Preschool

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Reasonable accommodations may be made available to individuals with disabilities to perform essential functions.

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 of 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 with aid; and able to distinguish sounds in transmission.

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 processes; memorize and recall objects and people; analyze problems and generate alternatives; solve multi-variant problems.

Environmental Demands:

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

APPLICATION PROCEDURE:

Please apply via **EdJoin.org** at <https://www.edjoin.org/Home/DistrictJobPosting/1221950>.

Please include with your Edjoin Application:

- 1) Letter of Interest
- 2) Resume
- 3) Two Letters of Recommendation (must be dated and signed within 1 year)
- 4) Copy of License/Credential
- 5) Copy of valid CPR/First Aid
- 6) 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:

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