

TEMECULA VALLEY CHARTER SCHOOL
SCHOOL NURSE JOB DESCRIPTION

THE POSITION: Under general supervision of the Executive Director/Designee, the Health clerk will prepare, maintain and update student health records and files; maintain health office; perform a variety of regular clerical, record keeping, record checking, typing and filing duties and administer first aid. Employees in this classification receive general supervision from a school nurse and/or secretarial position or a designated supervisor.

RESPONSIBLE TO: Superintendent

STATUS: Salary, exempt

WORK SCHEDULE: 185 DAYS, SCHOOL CALENDAR, 7:30 TO 4:00

DISTINGUISHING CHARACTERISTICS: This job class exercises responsibility for the accurate maintenance of student health records and for the timely evaluation, care and referral of student illnesses and injuries. Employees in this classification administer first aid, perform specialized physical health care procedures as well as providing clerical support as needed. The duties listed below are typical for positions in the class collectively, but no one position will necessarily include all these duties.

EXAMPLES OF DUTIES:

Using their clinical knowledge and judgment, school nurses routinely perform the following duties:

- Provide healthcare to students and staff
- Perform health screenings
- Coordinate referrals to private healthcare providers
- Serve as liaisons between school personnel, family, and community healthcare providers to ensure a healthy school environment

The main job responsibilities include:

- Developing plans for student care based on assessment, interventions, and identification of outcomes, and the evaluation of care
- Serving as consultants with other school professionals, such as food service personnel, physical education teachers, coaches, teachers, and counselors
- Providing health-related education to students and staff in both individual and group settings
- Monitoring immunizations, managing communicable diseases, and assessing the school environment as to prevent injury and ensure safety
- Overseeing infection control measures

- Actively participating in school safety plans that address school violence, bullying, and emergencies that may occur at school
- Overseeing medication administration, health care procedures, and the development of healthcare plans
- Overseeing vision, hearing, body mass index, and mental health screening procedures
- Making decisions related to the delegation of healthcare tasks as directed by state laws and professional practice guidance
- Providing health advice to school educational teams, such as 504 Plan and the Individualized Educational Plan (IEP) team
- Assisting families with locating outside care and obtaining health insurance

At TVCS the school nurse will also attend to clerical duties and work as part of the front office team

- Organizes, prepares, maintains and updates information for student health records and files.
- Maintain all volunteer Megan's Law & TB test paperwork.
- Receives and screens ill or injured students or staff; determines the nature of the illness or injury; and provides first aid or refers to doctors, parents and others as required by policies and procedures.
- Administers first aid in conjunction with established school policies and procedures.
- Contacts parents, doctors and/or school nurse regarding accidents or illness and follows their advice
- Prepares accident reports, maintains health related records and logs the result of hearing, vision and scoliosis screenings in Health Cum and in Student Information System (Illuminate)
- Trains staff on illness and injury prevention and safety throughout the school year
- Administers medication in strict compliance with doctor's orders
- Reviews student immunization records and advises nurse, students, parents, etc. of immunization needs
- Reviews student emergency records and contact parents to obtain necessary information
- Reports suspected child abuse and communicable diseases to school nurse and appropriate agencies
- Inventories, orders and stores health office forms and supplies
- Performs clerical functions such as typing, filing, record keeping and similar duties in support of assigned school agencies
- Transports ill students to medical facilities or home upon approval from parents
- Performs other related duties as required

QUALIFICATIONS:

- Must possess a valid First Aid Certificate, CPR Certification and valid California Motor Vehicle Operator's License
- Registered as an RN
- Bachelor's Degree

- CA Credential in School Nursing

Ability to:

- Deliver outstanding customer (both internal and external) service
- Learn and apply school policies and procedures related to student health care/record keeping requirements
- Communicate effectively in both oral and written forms
- Establish and maintain accurate health records and files
- Prepare accurate and concise reports and correspondence
- Operate standard office equipment and machines such as typewriter, copies and computer terminal
- Make arithmetical calculations
- Receive and give information over the telephone or in person in a courteous manner
- Work efficiently with frequent interruptions
- Maintain reliable attendance
- Lift 25 lbs

BOARD APPROVED: 10-19-2026