

Job Summary:

The job of School Nurse - Special Assignment is done for the purpose/s of working collaboratively and collectively to educate families about the importance of a healthy diet and physical activity. This objective is accomplished by working directly with the school environment to teach and model healthy life choices; developing and implementing tools for classroom instruction; training and inservicing school staff and teachers.

Essential Functions:

- ▶ Attends community partnership meetings for the purpose of expanding outreach areas and opportunities.
- ▶ Attends meetings and conferences for the purpose of program implementation and fulfilling program requirements.
- ▶ Attends regional 5-A-Day meetings for the purpose of supporting 5-A-Day activities.
- ▶ Confers with the Project Coordinator for the purpose of reporting and discussing the status of the Local Incentive Award program outreach efforts.
- ▶ Develops effective communication messages for the purpose of supporting Nutrition Network programs that promote healthy eating and physical activity.
- ▶ Evaluates nutrition resource materials from outside sources for the purpose of meeting the needs and uses of the Local Incentive Award.
- ▶ Gathers evaluation measures (training outlines, photos, summary reports) for the purpose of submitting progress reports.
- ▶ Implements surveys/pre-post tests for the purpose of analyzing data and writing summary reports.
- ▶ Maintains documentation for the purpose of preparing and presenting reports required by the funder.
- ▶ Participates in community activities for the purpose of providing nutrition education/physical activity resources.
- ▶ Partners with district staff development staff for the purpose of incorporating nutrition education and physical activity into the core curriculum.
- ▶ Performs other duties as related for the purpose of program implementation.
- ▶ Promotes physical activity programs for the purpose of enhancing the importance of physical activity for school-aged children.
- ▶ Provides nutrition education for the purpose of teaching school-aged children the importance of healthy eating.
- ▶ Supports community efforts toward nutrition and physical activity education promotion for the purpose of collaborating with community groups/coalitions.
- ▶ Uses software applications for the purpose of creating and designing correspondence and simple data bases.
- ▶ Utilizes modern office equipment (microcomputers, computer terminals, AV equipment and related application software for the purpose of program implementation.
- ▶ Works with Project Coordinator, site and district staff for the purpose of collecting, compiling and preparing data and related information for mandatory yearly reports.
- ▶ Works with the Project Coordinator for the purpose of coordinating, implementing, and monitoring of the Local Incentive Award program and program requirements.
- ▶ Utilizes evaluation tools (surveys/pre-post tests, etc.) for the purpose of measuring the program progress.
- ▶ Implements surveys/pre-post tests for the purpose of analyzing data and writing summary reports.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - develop positive interactions with many diverse individuals;
 - work independently with minimal supervision.
- ▶ **Knowledge of:**
 - general principles of nutrition and their application to the well being of school-age and pre-school children;
 - CDE P.E./Health Framework guidelines as they pertain to the physical activity/fitness and nutritional needs of public school students;
 - current information and resources related to nutrition and physical activity/fitness;
 - operation of office machines including computer equipment and specified software.
- ▶ **Ability to:**
 - research, design and develop presentations as applied to nutritional and physical fitness training and informational programs;
 - learn, interpret and apply district policies affecting the development and presentation of in-service training and public forums;
 - communicate effectively, orally, and in writing;
 - recommend modifications as needed;
 - prepare clear and complete proposals and reports with the use of input data and applicable word processing techniques;
 - work effectively in the absence of supervision;
 - establish and maintain cooperative and effective working relationships with others;

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Significant utilization of resources from other work units is often required to perform the job's functions. There is an opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and some fine finger dexterity. Generally the job requires 25% sitting, 50% walking and 25% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Required:

- ▶ Successful nursing experience as a school nurse, in a hospital, doctor's office or clinic.

Education Required:

- ▶ Bachelors Degree in Nursing.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Must possess or be eligible for a credential authorizing service as a school nurse;
- ▶ Valid RN license issued by the state of California;
- ▶ Department of Justice and FBI Fingerprint response.

FLSA Status: Exempt

August 2006

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.