

MT. DIABLO UNIFIED SCHOOL DISTRICT

CERTIFICATED TEACHING PERSONNEL

3610.1

**SCHOOL NURSE LIAISON/COORDINATOR**

**Definition:**

- The School Nurse Liaison/Coordinator (SNLC) will work with the Director of Student Services, or designee, to assist with coordinating School Nurse staffing and program delivery. The School Nurse Liaison/ Coordinator will support School Nurses so that they are enabled to fulfill the duties and responsibilities of their positions. The SNLC will Assist District administration to ensure students' specialized care needs are supported when District School Nurses/LVNs are absent.

**Directly Responsible to:**

Director of Student Services or designee

**Duties and Responsibilities shall include but are not limited to:**

- Working with the Director of Student Services, or designee, to ensure students' specialized care needs are provided when District or contracted School Nurses/LVNs are absent
- Work with Student Services Administration to follow up with contracted agencies regarding incident reports
- Coordinating, as needed, training for new School Nurses, District LVN's, and SEA's providing services to meet the specialized care needs of students
- Work with Student Services Administration, and colleagues, to coordinate School Nurse and LVN work assignments
- Assist with the revision of Board Policies relating to School Nurses and district health and safety protocols
- Maintain, create and revise forms used by School Nurses
- Work with District Administration to maintain student data, materials, files and resources for School Nurses
- Collaborate with District Administration to prepare agendas, materials and other components for School Nurse Staff meetings
- Other duties as assigned

**Qualifications:**

- To apply the candidate must have permanent status in MDUSD and have worked in the District for a minimum of 2 years.
- Minimum 3 years of experience working at least .5 FTE as a School Nurse
- Must meet all qualifications: Knowledge, Skills, Education, Training and Experience required for the School Nurse position

## SCHOOL NURSE LIAISON/COORDINATOR (continued)

### Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see in order to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table or in meetings in various configurations; ~~hear and understand speech at normal levels; kneel and bend at the waist, reach overhead (above the shoulders, and horizontally); lift and move objects weighing up to 25 pounds.~~

The School Nurse/Coordinator shall be released from his/her regular duties and responsibilities for 100% (1.0 FTE) of a full-time assignment for 1-2 semesters during the 2017-2018 school year.

A .5 FTE (50%) School Nurse/Coordinator position will be posted, for internal candidates only, at the expiration of the 1.0FTE release initial assignment, and every two years thereafter, commencing with the start of the 2018-2019 school year.

The SNLC shall be paid per the 185 day MDEA Salary Schedule and Work Year effective the 2017-2018 school year. The individual assigned to the SNLC position may work up to ten (10) additional work days at their per-diem rate, beyond the required 185-day Work Year required for full-time school nurses. Additional per diem work days require prior written approval from The Director of Student Services or designee in advance of any additional work day(s) being performed.

Adopted by the Mt. Diablo Unified School District Board of Education: \_\_\_\_\_