TEMECULA VALLEY UNIFIED SCHOOL DISTRICT
TEMECULA VALLEY EDUCATORS ASSOCIATION, CTA/NEA

Lead Nurse Job Description

November 1, 2018

This Memorandum of Understanding ("MOU") is entered into by and between the Temecula Valley Unified School District ("District") and the Temecula Valley Education Association ("Association").

WHEREAS, there are internal inconsistencies between the District's Lead Nurse Salary Schedule and the Lead Nurse job description.

WHEREAS, the parties desire to correct these inconsistencies;

NOW, THEREFORE, the parties agree as set forth below.

1. The Lead Nurse job description, attached as Exhibit A, shall be revised as the attached Exhibit B. Exhibit B reflects a 194 day work year and the Lead Nurse reporting to the Executive Director of Student Services.

2. The 204 Day Lead Nurse Salary Schedule attached as Exhibit C, shall be updated to reflect a 194 day work year, and is attached as Exhibit D.

3. This MOU is non-precedent setting and may not be cited to support any particular interpretation of the Collective Bargaining Agreement.

4. This MOU is subject to Board approval and TVEA ratification.

For the District:

E. Joe Mueller  
Director  
Human Resources Development

For the Association:

Brian Balaris  
Chief Negotiator  
Temecula Valley Educators Association

11/1/18  
Date  
11/1/18  
Date
EXHIBIT A

JOB SPECIFICATION

LEAD NURSE

THE POSITION

Under general supervision, plans, organizes, and directs the programs and activities of the School Health Programs.

RESPONSIBLE TO: Director, Child Welfare & Attendance – Educational Support Services Division

EXAMPLES OF DUTIES

The duties listed are typical, but not exclusive:

- Complete district nurses’ schedule for hearing and vision, TB Clinic, scoliosis screening and emergency coverage for all the schools.
- Coordinate district nurses’ meetings bi-monthly and update district nurses on new protocol and procedures with state and local health department and California School Nurse Organization.
- Arrange and conduct monthly health clerk meetings. Coordinate in-services for health clerks which include immunizations, emergency protocol, safety and specialized health procedures.
- Evaluate and submit data for annual report; Immunization Report due in September to local health department; CHDP report due in January to state and local health departments; TB Report in September to local health department; Scoliosis Report due in October; Hearing Report due in June to state; TB Clinic report for employees due to county health department on monthly basis.
- Update and write current protocol for district. Update health letters for manual to insure uniformity through-out district to inform parents through letters of changes in immunization requirements for new enrollees and middle school students.
- Serve as a liaison for the health department on communicable diseases and immunizations.
- Develop specialized procedures for special needs students and coordinate the inservices of support staff.
- Supervise proper administration of medication procedures in all school site health offices.
- Serve as a resource to the site level health educator in providing health education and staff inservices for family life educators and HIV/Aids education.
- Serve as a resource to parents with respect to school health related information.
- Provide adequate procedures for the care of ill and injured students at all schools and annually evaluate effectiveness of care.
- Work with community resources and inservice all health staff to these resources.
- Provide liaison services for Lions Club, Operation School Bell and Project Smile which provides assistance to our students.
- Assist the Director of Special Education with evaluating care of children with specialized health procedures.
- Supervise district nurse care as designated by state board of registered nurses.
- Perform other related duties as assigned.
ABILITY TO

- Coordinate health care of all students.
- Develop and apply policies and regulations for Student Health Services and provide updates to District Administrators.
- Develop and implement current written protocol for Nursing Services.
- Organize meetings and training activities of the health services staff.
- Supervise and evaluate District Registered Nurses/Licensed Vocational Nurses as designated by HRD and the Board of Registered Nurses.
- Coordinate Nursing Services, including assignments of District Registered Nurses to school sites.
- Interpret health histories and medical reports of incoming students for placement.
- Schedule student services for the district, which includes: diabetic management of students, hearing, vision, scoliosis and oral screenings.
- Coordinate TB Clinic for staff and volunteers, including annual review of contract provided through Riverside County Health Department.
- Coordinate community resources for prevention of communicable diseases and provide liaison services through community agencies.

QUALIFICATIONS GUIDE

- Valid California registered nurse license and credential authorizing health services in grade level K-12. Must process or be willing to obtain, American Heart Association BLS Instructor’s Certification, and Medic First Aid Instructor’s Certification.
- Bachelor’s degree, including all courses to meet credential requirements.

Training and Experience:

- Valid Registered Nurse license and California Credential authorizing Health service in grade levels K-12 (Clear)
- School Nurse Experience of five (5) or more years.
- Masters of Nursing or related field desired.
- Teaching Experience desired.
- Possession of Valid Audiometric Certificate

Knowledge of:

- Specialized health care procedures
- Current Medical and First aid procedures.
- State and District laws, rules and regulations pertaining to school health care.
- General laws, rules and regulations pertaining to Special Education.

Personal Qualities:

- Appearance, grooming and personality, which establish a desirable example for students.
- Ability to meet District standards for physical and mental health.
- Above average recommendations from supervisors and other professionals who have observed the characteristics, scholastic attainment and performance of the nurse.

WORK YEAR: 195 Day Work Year

SALARY: Certificated Salary Schedule – Lead Nurse
LEAD NURSE

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WORK YEAR: 194 Day Work Year
SALARY: Certificated Salary Schedule – Lead Nurse
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A maximum of 7 years experience may be granted for previous full-time experience outside the Temecula Valley Unified School District.
2% salary increase, effective 7/1/2018.

*These longevity steps are available to those unit members who fulfill the longevity criteria listed in the collective bargaining agreement per Article 9.4.
*Includes longevity increment of 3.25% above previous step, effective July 1, 2016.
### TEMECULA VALLEY UNIFIED SCHOOL DISTRICT

#### CERTIFICATED SALARY SCHEDULE - LEAD NURSE

**194 Day Work Year**

**2018-2019**

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