

Closing Date:
March 16, 2018

Nurse Specialist
CHILD DEVELOPMENT

VN#101

NOTICE OF VACANCY

**Human Resources – Pomona Unified School District – 800 South Garey Avenue – P.O. Box 2900 –
Pomona, CA 91769
(909) 397-4800, extension 23800**

**Applicants who are qualified are invited to submit applications for consideration and review.
AN EQUAL OPPORTUNITY EMPLOYER FOR ALL MEN AND WOMEN**

March 5, 2018

POSITION TITLE:

Nurse Specialist
CHILD DEVELOPMENT

RESPONSIBLE TO: Director, Child Development

DEFINITION: The Nurse Specialist works with District Nurses, Health Technicians, and other staff in facilitating the administration of health services and programs for students and families. Provides training and technical assistance with health services mandates and programs including Federal and State guidelines.

SCHEDULED TO BEGIN: June 1, 2018

POSITION RESPONSIBILITIES:
(E) = Essential Duties

1. Provides consultation, leadership and assistance in mandated health service programs. (E)
2. Provides monitoring of health services programs and assists in audits and reviews by state and federal agencies. (E)
3. Conducts in-service training in a variety of health related topics.
4. Coordinates mandated screening activities in the District such as hearing, vision, and height and weight.
5. Preceptor for nursing and other health related interns from local universities.
6. Works with ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) as needed with attendance related health issues. (E)
7. Consults with District staff on health related issues.
8. Provides training protocols and materials for Specialized Health Care procedures.

**POSITION
RESPONSIBILITIES:
(continued)**

9. Maintains the District Health Services Policy & Procedure and facilitates health compliance with performance standards of programs by developing policy and procedures according to LACOE, GIM, LIM, State, OHS and local requirements. (E)
10. Performs other duties as assigned.

**QUALIFICATIONS:
Minimum**

1. Appropriate Health Services School Nurse Credential.
2. Bachelor’s Degree in nursing or related field, preferably supplemented by a Master’s Degree.
3. Valid California Registered Nurse’s License.
4. Experience in facilitating health services programs, including State and Federal billing programs.
5. Knowledge of homeless educational law.
6. Ability to work in a multiethnic setting.

**QUALIFICATIONS:
Desirable**

1. Experience Working in Federally Funded Child Development Program
2. Experience in pediatric health in a hospital or educational setting
3. Experience as a member of a multidisciplinary team

**GENERAL
CHARACTERISTICS:
Work Year and Salary**

12 month position (220 days)
Appropriate placement on Salary Schedule (beginning annual salary \$94,094 - \$121,800 depending on experience and education)

**APPLICATION
PROCEDURE:**

Interested APPLICANTS must submit a FULLY COMPLETED online Edjoin application and attach the following documents. These documents are REQUIRED and must be attached to your online Edjoin application. Hand delivered, faxed, or Emailed documents WILL NOT be accepted. An incomplete application, or omitting one or more of these attachments may result in your application being removed from consideration:

- Current Resume
- Transcripts with **Bachelor’s degree posted**
- Appropriate California Registered Nurse License
- Appropriate Health Services School Nurse Credential
- Three (3) letters of recommendations **SIGNED AND DATED** within the past three (3) years (with one of these letters being from a recent, immediate supervisor); typed signatures will not be accepted, **SIGNATURES MUST BE HAND WRITTEN**

An employee in this job classification may be required to transport him or herself, and possibly others, to and from different work sites. As such, the successful candidate for this job classification may be required to furnish proof that the candidate is able to perform the essential job function, with or without reasonable accommodation, when and if a job offer is made to the candidate. Proof may include, but may not be limited to, a valid California Driver's License. Reasonable accommodations will be discussed on a case by case basis.

Mandated Reporter

Selected Candidate must have a Mandated Reporter Training Certificate of Completion, which can be obtained on www.mandatedreporterca.com

**LAST DATE TO
APPLY:**

March 16, 2018; 4:30pm

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked without notice. Employment is contingent upon fingerprint clearance from the Department of Justice. Fingerprints will be taken at the time the position is accepted. There is a fee for fingerprinting. Payment is due at the time of service in the form of a money order or cashier's check or cash - personal check is not accepted. Current employees of the Pomona Unified School District have already received fingerprint clearance, it is not necessary to clear again for a new position.

Non-Discrimination Policy

The Pomona Unified School District does not discriminate based on actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity.

If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the school site principal and/or Assistant Superintendent, Human Resources (CCR Title 5 and Title IX Officer), Darren Knowles, at 909-397-4800, ext. 23433 or darren.knowles@pusd.org. A copy of PUSD's Uniform Complaint Policy and PUSD's Non-Discrimination Policy are available upon request.

Revised 2/27/18;res

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