

**CLASS SPECIFICATIONS FOR THE  
CHILDREN'S CENTER NURSE**

**DEFINITION**

Under direction of the children's center director, to plan, carry out and evaluate health services and health education activities as appropriate.

**QUALIFICATIONS**

Registration and possession of a valid license to practice nursing in the State of California. An audiometrist certificate is desirable but not required.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- \_\_\_ 1. Participates in the children's centers' enrollment conferences with parents and supervisors.  
  
Obtains developmental health history of children being enrolled, appraises child's health, makes necessary notations of health history and makes necessary referrals to proper agencies for follow-through and/or treatment.
- \_\_\_ 2. Observes district nursing services policies and procedures including additional responsibilities which may be mandated by the State.
- \_\_\_ 3. Plans with children's centers' director and supervisors regarding the children's centers' health services program.
- \_\_\_ 4. Plans for supervisor, teacher and nurse conferences regarding health needs for individual children; confers with supervisors and teachers regarding ill or injured children.
- \_\_\_ 5. Maintains health records of children. Consults with the supervisors as to when periodic physical examinations and booster shots are needed.
- \_\_\_ 6. Assists in the provision of a safe and healthful center environment.
- \_\_\_ 7. Fulfills health counseling role relative to health problems and follow-up of defects. Serves as a liaison with community resources.
- \_\_\_ 8. Screens vision and hearing of all preschool children annually and school-age children at least every third year thereafter, or at more frequent intervals when indicated.
- \_\_\_ 9. Is a resource person to instructional staffs and participates in staff development, including in-service leading to a first aid certificate; guides and assists teachers in daily screening and preparing children for such procedures as height, weight, physical examination, immunization and vision screening.
- \_\_\_ 10. Works as a team member with Parent Advisory Council and with children's center personnel.
- \_\_\_ 11. Reviews emergency procedures with children's center supervisors, recommends needed health supplies and health forms.
- \_\_\_ 12. Responds in person to any major emergency call from a center (or school).

## **CHILDREN'S CENTER NURSE**

### **TYPICAL DUTIES AND RESPONSIBILITIES** (Continued)

- \_\_\_\_ 13. Participates in the management of suspected cases of child abuse and neglect.
- \_\_\_\_ 14. Provides direct and indirect health and safety instructions to students, parents and staff.
- \_\_\_\_ 15. Submits annual Children's Centers Health Report.

### **WORK SCHEDULE AND SALARY**

A Children's Center Nurse is assigned to Work/Vacation Schedule A and is placed on the Children's Center Teachers' Salary Schedule in accordance with training and experience.

**SCTA 163a:ccnurse**