

JEFFERSON SCHOOL DISTRICT

Special Meeting of the Board of Trustees

Friday, 23, 2022

BOARD ROOM

1219 Whispering Wind Drive

12:00 P.M.

AGENDA

12:00 p.m. - Open Session

1. OPEN SESSION
 - a. Call to Order
 - b. Roll Call to Establish Quorum
 - c. Pledge of Allegiance
 - d. Approval of Agenda
 - e. Public Hearing

2. PERSONNEL SERVICES (Board may or may not take action on any items listed below)
 - 2.1 Proposed New Job Description and Salary Schedule Placement
Procedure Nurse, Classified Hourly Range 300 **Action**

3. ADJOURNMENT

Note: Any member of the public who wishes to view any non-confidential item on this agenda may contact the superintendent prior to the evening of the meeting.

INFORMATION SHEET 09.23.2022 TRUSTEES' MEETING

To: Jim Bridges

For: Board of Trustees

Prepared by: Emily Stroup

Re: Proposed New Job Description and Salary Schedule Placement -
Procedure Nurse, Classified Hourly Range 300.

The District is proposing the addition of the following Classified hourly position:

Procedure Nurse

It is recommended that the position be placed on the Classified Hourly Salary Schedule, Range 300.

RECOMMENDATION:

Approval of the Proposed New Job Description and Salary Schedule Placement -
Procedure Nurse, Classified Hourly Range 300.



JOB DESCRIPTION

POSITION: Procedure Nurse
SALARY PLACEMENT: Classified Salary Schedule

SUMMARY OF POSITION:

Under the direction of the department administrator and the indirect supervision of the School Nurse, the Procedure Nurse will provide medical care both in and out of the classroom. The Procedures Nurse is a Registered Nurse or Licensed Vocational Nurse, but is not a School Nurse. The Procedure Nurse works with students of all ages with physical needs, performing medical procedures and ensuring a safe learning environment. Performs other duties as assigned.

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

- Graduation from an accredited Registered Nurse/Vocational Nurses Educational Program with an Associate of Arts degree, Diploma, or BSN.
- Possession of a valid California State license as a Licensed Registered Nurse or Vocational Nurse.

MINIMUM EXPERIENCE:

One year experience with specialized health procedures, including clean and sterile catheterizations, tracheostomy suctioning, tube feedings, ostomy care, postural drainage and percussion.

DESIRABLE EXPERIENCE:

Experience working with children with varying disabilities and experience in the educational setting

SKILLS AND ABILITIES:

1. Demonstrate an understanding, patient, warm, empathetic, and receptive attitude toward children and families.
2. Understand the concepts of child growth and development and characteristics of childhood behavior.
3. Knowledge of District policies, rules, and regulations.
4. Understand and carry out oral and written instructions.
5. Maintain accurate written records as required.
6. Maintain a positive and safe learning environment.
7. Assist with the implementation of a behavior support plan to calm and encourage students and control and redirect undesirable, inappropriate, or target behaviors.
8. Work with students, District personnel, and the general public in a pleasant and cooperative manner.
9. Exhibit appropriate judgment in all situations.
10. Practice good communication with the understanding that this is basic to child safety.

- 11.Ability to work with either direct or indirect supervision by the school nurse when working with medically involved students.

ESSENTIAL FUNCTIONS:

The Procedure Nurse may work in one or a combination of the following programs: general education, special education, alternative programs, either in a group setting or a one-to-one. The functions may include the following:

1. Assists students in inclusion settings.
2. Maintains privacy and confidentiality relating to all students, school related issues, and the special medical needs of students.
3. Assists students with medical needs and performs medical procedures.
4. Assists nurses in interpretation and completion of medical orders.
5. Implements and maintains individual health care plans.
6. Assists with health screenings.
7. Completes accurate and legible nursing notes, establishes files, and does follow-up.
8. Takes immediate and appropriate action in emergency situations, including anaphylaxis, shock, cardiopulmonary distress, respiratory distress, insulin shock, and other medical emergencies.
9. Maintains and audits health records of students.
- 10.Provides classroom support by assisting students individually, in small groups, or in a lab setting.
- 11.Accompanies teacher(s) and students on field trips to provide medical safety and medical procedures and assists with supervision as case load allows.
- 12.Must be able to perform a rigorous work schedule.

DIRECTLY RESPONSIBLE TO:

Director of Human Resources - Direct
District School Nurse - Indirect

PHYSICAL ENVIRONMENT:

1. Stand, bend, stoop, walk, kneel, crouch, reach overhead, grasp, push, and pull. Lift and/or move up to 50 pounds.
2. Repetitive use of hands (i.e., fine manipulation, simple grasping, and power grasping).
3. Demonstrate normal depth perception.
4. Sitting, walking, or standing for extended periods of time.
5. Dexterity of hands and fingers to operate computer keyboard or typewriter, standard office equipment, and use a telephone.
6. See and read a computer screen and printed matter with or without vision aids.
7. Distinguish colors.
8. Read and understand rules and policies, labels, and instructions.
9. Verbal communications, including the ability to speak and hear at normal room levels and on the telephone.
- 10.Ability to work at a computer terminal for extended periods of time. Normal manual dexterity and eye-hand coordination required to operate power and motorized equipment using both hands.

WORK ENVIRONMENT:

1. Work outdoors and indoors in a school environment.
2. Exposure to childhood and other diseases in a school environment.
3. Possible exposure to blood and other body fluids as well as blood borne pathogens.
4. Exposure to dust, oils, and cleaning chemicals, including antiseptics and disinfectants.

SPECIAL REQUIREMENTS:

1. Maintain District-insurable driving record.
2. Maintain valid California driver's license.
3. Maintain valid first aid and CPR certification.
4. Successfully demonstrate proficiency in specialized medical procedures

BOARD APPROVED:

DRAFT September 23, 2022



2022-2023 CLASSIFIED HOURLY SALARY SCHEDULE

RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
10	Campus Aide	201	\$13.65	\$14.32	\$15.06	\$15.81	\$16.59
20	Food Service Worker I	201	\$14.92	\$15.66	\$16.44	\$17.27	\$18.12
30	Instructional Aide	201	\$14.78	\$15.51	\$16.28	\$17.10	\$17.95
40	Clerk I	201	\$15.36	\$16.12	\$16.91	\$17.78	\$18.66
50	Food Service Clerk I	201	\$15.26	\$16.00	\$16.79	\$17.66	\$18.53
55	Community Liaison	201	\$15.49	\$16.24	\$17.04	\$17.92	\$18.81
60	Instruction Aide Bilingual	201	\$15.46	\$16.23	\$17.05	\$17.90	\$18.81
70	Food Service Worker II	201	\$15.64	\$16.42	\$17.25	\$18.10	\$19.02
80	*Instructional Aide Special Education	201	\$15.70	\$16.51	\$17.32	\$18.20	\$19.10
90	Paraprofessional (AA Degree Required)	201	\$15.97	\$16.76	\$17.60	\$18.49	\$19.41
93	Paraprofessional - ECE I (AA Degree Required)	201	\$15.97	\$16.76	\$17.60	\$18.49	\$19.41
95	Professional - ECE II (AA Degree and min. 12 ECE Units Required)	201	\$17.67	\$18.55	\$19.47	\$20.45	\$21.48
100	Paraprofessional - ELD (AA Degree Required)	201	\$15.97	\$16.76	\$17.60	\$18.49	\$19.41
110	Paraprofessional - Special Education (AA Degree Required)	201	\$15.97	\$16.76	\$17.60	\$18.49	\$19.41
115	Behavior Intervention Technician - Special Ed	201	\$15.97	\$16.76	\$17.60	\$18.49	\$19.41
120	Cook/Baker	201	\$16.67	\$17.51	\$18.39	\$19.31	\$20.29
130	**Custodian	261	\$17.18	\$18.05	\$18.95	\$19.91	\$20.89
140	Library Aide I	201	\$17.20	\$18.07	\$18.97	\$19.93	\$20.93
150	Clerk II	204	\$17.30	\$18.17	\$19.08	\$20.03	\$21.03
160	Food Service Clerk II	204	\$17.30	\$18.17	\$19.08	\$20.03	\$21.03
170	Receptionist/Substitute Placement Clerk	251	\$17.30	\$18.17	\$19.08	\$20.03	\$21.03
175	Computer Technician	251	\$17.44	\$18.31	\$19.23	\$20.19	\$21.20
180	Library Aide II - AA	201	\$17.67	\$18.55	\$19.47	\$20.45	\$21.48
190	Library Aide III - BA	201	\$18.13	\$19.02	\$20.00	\$20.99	\$22.04
200	Bustodian	261	\$21.77	\$22.72	\$23.75	\$24.80	\$25.91
201	Bus Driver	201	\$21.77	\$22.72	\$23.75	\$24.80	\$25.91
210	**Head Custodian	261	\$19.57	\$20.56	\$21.59	\$22.66	\$23.80
220	**Landscape- Groundskeeper	261	\$19.63	\$20.62	\$21.65	\$22.73	\$23.88
230	Account Clerk	251	\$20.49	\$21.52	\$22.59	\$23.73	\$24.91
240	Secretary I	224	\$20.49	\$21.52	\$22.59	\$23.73	\$24.91
250	Mechanic	261	\$27.58	\$28.95	\$30.40	\$31.90	\$33.51
255	Speech Language Path Asst	201	\$25.10	\$27.66	\$29.07	\$30.50	\$32.11
270	Intervention Specialist	201	\$28.78				
290	Bus Driver Trainer		\$59.11				
300	Procedure Nurse	187	\$48.34	\$50.22	\$52.18	\$54.21	\$56.32

*MAY INCLUDE PERSONAL CARE STIPEND: \$1.50 PER HOUR

** MAY INCLUDE STAND-BY & ON-CALL STIPEND

LONGEVITY

2.5% at 15 years

2.5% at 20 years

2.5% at 25 years

FISCAL YEAR 2006-07 - 7%

FISCAL YEAR 2013-14 - 5%

FISCAL YEAR 2014-15 - 2.1%

FISCAL YEAR 2015-16 - 4%

FISCAL YEAR 2016-17 - 3%

FISCAL YEAR 2017-18 - 2%

FISCAL YEAR 2018-19 - 2% No retro

FISCAL YEAR 2019-20 - 2% No retro

FISCAL YEAR 2021-22 - 4% No retro

Board approved: June 14, 2022

Effective: July 1, 2022