SPECIAL ASSIGNMENT
CPR/AED SCHOOL NURSE

Special assignments are open to all Credentialed School Nurses currently working in LAUSD. Although commonly referred to as “positions” this is a school nurse assignment. Nurses in special assignments are paid on the teacher salary table and guided by the UTLA bargaining agreement. Special assignments are made at the discretion of the Director of Nursing Services and/or administrative designee. Special assignments may be changed at any time based on the needs of the District and Nursing Services to best serve students, families and schools.

ASSIGNMENT: The credentialed School Nurse, District Nursing CPR/AED Program has thorough knowledge and expertise in: Cardiopulmonary Resuscitation (CPR) with the use of an Automated External Defibrillator (AED) for adults, children and infants and First Aid following the guidelines and specifications of the American Heart Association (AHA).

The Credentialed School CPR/AED Nurse will be responsible for maintaining the highest standards in clinical nursing practice, and adheres to policies, procedures, guidelines and standards of American Heart Association, and Los Angeles Unified School District.

AHA Training Center Coordinator (TCC)
Provides leadership regarding policies, procedures and guidelines set by the AHA. Ensure the administration and quality of courses when training certificated and classified staff, volunteers, parents and students.
- Serves as principal resource regarding information, support, and quality control for all AHA Instructors aligned with the Training Center (TC).

Training Center-CPR
DUTIES AND RESPONSIBILITIES:

- Complies with all guidelines and mandates set forth by the AHA in order to maintain TC status
- Provides all the TC Instructors and Training Sites with consistent and timely communication of any new updated information about National, Regional, or TC policies, procedures, course content or course administration
- Conducts Instructor updates/renewal courses as needed
- Ensures that all Instructors meet the requirements set by the AHA
- Ensures that AHA policies and procedures are followed by course and instructor monitoring
- Maintains complete and accurate Instructor records
- Communicates with Instructors their current status with TC and Instructor renewal
- Serves as principal resource for information, support, and quality improvement for all Instructors aligned with the TC
- Assist Instructors in accessing the AHA Instructor Network
- Provides Instructors with copies of all Emergency Cardiac Care (ECC) Training Bulletins and written updates within the time frame outlined in the Training Bulletin/update if the Instructor Network is unavailable to Instructors
- Manage Course completion cards
- Maintains security of both written tests and course cards
- Manages all course files
- Maintain yearly statistics and quality improvement
- Maintains and provides equipment and supplies to Local Districts
- Manages budget and purchase of supplies
- Schedule and manage classes in MyPLN
- Acts as a resource and liaison to school administrators, School Nurses and other District personnel in accessing CPR and First Aid training
- Provide BLS and Heartsaver Instructor courses
- Performs other related duties as assigned or required.

Automated External Defibrillator Program (AED) DUTIES AND RESPONSIBILITIES:

- Coordinate, consult and implement AED medical policies, protocols, CPR/AED training courses, and maintain training records. Update Bulletin as needed.
- Receive new AEDs, inventory, activate, deliver and in-service site staff on the AED policy and procedures
- Advise on corrective action for reported AED problems in accordance with guidelines set forth by the manufacturer and state and federal regulations
- Maintain District’s database and records on all AEDs in the District keeping documentation on all annual maintenance checks, AED Emergency Response Site Plans and Daily/Monthly Readiness Status Checklist.
- Following an AED event retrieve unit (provide loaner unit until AED is returned to service) and download event information and forward to Director of Student Medical Services.
- Assist site administrator in coordinating post-incident reviews, debriefings and quality improvement
- Coordinate and implement AED manufacturer software updates and recalls
- Resource for sites with AEDs regarding function, supplies, training and purchase of new AEDs

MANDATORY EXPERIENCE/QUALIFICATIONS

- LAUSD Registered Credentialed School Nurse with minimum of 5 years experience as a school nurse
- Two years of experience as a BLS Instructor
- Willingness to travel to school sites district-wide to deliver AED’s
- Willingness to give presentations

DESIRABLE QUALIFICATIONS

- Fluent in Spanish
- Physical stamina to demonstrate CPR Skills

LOCATION: District Nursing Services Roybal and district-wide

BASIS: B-Basis with opportunity for z-time
APPLICATION PROCEDURE: To be considered for this special assignment, employees must submit:

- A letter of interest (1 page maximum) explaining:
  - Why you are interested in this special assignment
  - The experience you have that make you qualified
  - What qualities you have that you would bring to the team
- A current resume with employee number and contact information
  - Include 3 references with phone and email (one from your immediate/current supervisor)

Applicants are advised that meeting the stated requirements does not ensure an invitation to an interview.

Submit materials via email (faxes and hard copies not accepted) to: Sara Salas at sara.salas@lausd.net
Include in the email subject line: “CPR/AED Nurse; Applicant Name.”
You may also be asked to participate in an interview in person or via telephone.

Materials Due: February 14, 2020 5:00 pm
All application material must be received by the filing deadline.
MATERIALS SENT BY FAX, SCHOOL MAIL, OR U.S. MAIL WILL NOT BE ACCEPTED.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.