



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: School Nurse

Trade Salary Block: Teacher Salary Scale
Plus Stipend

Reports To: Principal

Wage/Hour Status: Exempt

Terms of Employment: 187

Minimum Qualifications:

- Graduate of an accredited professional nursing education program
- Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners
- Certified by Texas Department of Health to conduct vision and hearing screening (*Must be obtained upon hire*)
- CPR Certification
- Two years nursing experience, preferably in community health, preferred

Special Knowledge/Skills:

- Knowledge of health appraisal to identify student health defects
- Strong organizational, communication, and interpersonal skills
- Ability to implement policies and procedures

Primary Purpose:

Implement comprehensive program of health services for campus. Provide health services to students in traditional and virtual environments. Promote health education and preventive health practices for students.

Performance Responsibilities and Duties:

Nursing Services

1. Provide temporary and emergency care for sick and injured students or staff according to district policy and procedures.
2. Serve as health advocate for students.
3. Notify parents of accident or illness and secure medical care for students in emergency cases (if parents or emergency contact cannot be reached).
4. Coordinate management system to administer medications to students at school. Administer medications according to district policy and procedures.
5. Perform screening procedures as required by Texas Department of Health, Texas Educational Agency, and district policy. Make referrals as necessary.
6. Develop and coordinate continuing evaluation of campus health program and make changes based on findings.

Instruction

7. Participate in development of campus health education curriculum and provide health education to individuals and groups.
8. Provide health counseling and instruction to individual students.

Consultation

9. Serve as health liaison between school, physicians, parents, and community.
10. Assess student problems and make appropriate referrals working with students, teachers, parents, and medical and health care professionals as needed.
11. Participate in Admission, Review, and Dismissal Committee, crisis team, and school committees.
12. Participate in assessment and reporting of suspected child abuse.
13. Make home visits to help with student health problems as necessary with permission of principal.
14. Communicate regularly with principal and health services coordinator regarding health services issues.

Administration

15. Review and evaluate immunization records.
16. Enforce procedures to ensure proper program administration according to district policy.
17. Supervise and train nurse aide(s) in clinic procedures and responsibilities according to district policy.
18. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including clinic records and accurate, updated health records on all students.
19. Requisition supplies and equipment needed to maintain clinic inventory.
20. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area.
21. Report potential health and safety hazards to principal.
22. Comply with all district and campus routines and regulations.

Professional Development

23. Maintain certification in CPR, vision and hearing screening, and as a health screener.
24. Model behavior that is professional, ethical, and responsible.

Other

25. Maintains a professional level of confidentiality concerning personnel and students
26. Upholds and adheres to safety rules and policies of the CISD safety program.
27. Supports the goals and objectives of the school district and follows all district policies
28. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
29. Regular and reliable attendance is an essential job function, unless otherwise instructed to work from home by supervisor.
30. Performs any other duties as assigned by the appropriate supervisor.

Distance Learning and Virtual Instruction Duties and Responsibilities:

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as may be directed by the Superintendent.

31. Develop and implement lesson plans and activities through distance or virtual learning to fulfill the requirements of district's curriculum program and show written evidence of preparation, as required. Prepare lesson plans in instructional formats that accommodate differences in individual student needs.
32. Plan and use instructional strategies, activities, and resources for distance or virtual learning that reflect understanding of the learning styles and needs of assigned students according to guidelines established by the Texas Education Agency.
33. Be available by phone, email, and/or video conferencing during regular business hour to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and evaluating lessons and activities.
34. Communicate with students or parents as instructed by campus administration.

35. Provide ongoing feedback of student achievement through formal and informal methods.
36. Create a virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Supervisory Responsibilities:

Direct the work of assigned nurse aide(s).

Equipment Used:

Thermometer, blood pressure cuff, audiometer, echoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment, personal computer, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Exposure to bacteria and communicable diseases.

Mental Demands/Physical Demands/Environmental Factors in Distance Learning Environment:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually

Evaluation:

Job performance will be evaluated annually as per district policies and procedures

Print Name

Signature

Date