



Hays Consolidated Independent School District

Department of Human Resources

Job Title: School Nurse, RN

Wage/Hour Status: Exempt

Reports to: Student Health Services Director / Campus Principal

Pay Grade: Salary Placement Schedule
192 Days

Dept./School: Student Health Services/Campus Assigned

Date Revised: February 2025

Primary Purpose:

Implement district health services program to best meets the needs of the student population on the assigned campus. Provide health services to students. Promote health and safety education for students and preventive health practices for students.

Qualifications:

Education/Certification:

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
Current certification by Texas Department of Health to conduct hearing and vision screenings; required within 1 school year of hire
Current Basic Life Support CPR Certification through the American Heart Association
Bachelor's degree - preferred

Special Knowledge/Skills:

Knowledge of physical assessment skills and signs and symptoms of disease
Knowledge of continuing education credits required for license renewal every two years
Ability to communicate effectively (verbal and written); interpret policies and procedures; maintain emotional control under stress
Knowledge of supervision of Licensed Vocational Nurse practice
Ability to multi-task, organize, prioritize and communicate
Basic computer skills
Strong data entry skills
Bilingual communication skills - preferred

Experience:

Minimum of two years professional nursing experience, preferably in pediatric nursing, school nursing, or community health.

Major Responsibilities and Duties:

Program Management

1. Provide direct care using professional assessment skills, the nursing process, individualized healthcare plans (IHPs), and established school health protocols. Provide health counseling and instruction to individual students.
2. Assess student problems, communicate with parents regarding individual students, and ensure appropriate referrals and follow up as needed. Serve as a liaison between school personnel, the family, healthcare professionals, and the community.
3. Develop and implement individualized healthcare plans (IHPs) and evaluate outcomes of skilled and direct nursing care and procedures for medically fragile students to ensure safe integration of the student into the school environment.
4. Serve as health advocate for students.

5. Notify parents of accident or illness and secure medical care for students in emergency cases (if parents or emergency contact cannot be reached).
6. Coordinate a management system to administer medications to students at school. Administer medications according to district policy and procedures.
7. Perform screening procedures as required by the Texas Department of Health, Texas Education Agency, and district policy. Make appropriate referrals when necessary.
8. Develop and coordinate an ongoing evaluation of campus health and safety. Implement changes based on findings, with the approval of principal and Student Health Services director.
9. Create, maintain and update Individual Health Plans (IHPs) for medically fragile students.
10. Assist with immunization clinics as needed.
11. Collect and complete required reporting data for local and state requirements.
12. Provide community resources as available for continuity of and accessibility to care.

Instruction

13. Educate faculty and staff as needed on health-related topics and provide health education to individuals and groups including contributing to campus communications to parents and the local community regarding health issues.
14. Provide health counseling and instruction for groups or individuals.

Consultation

15. Serve as health liaison between school, physicians, parents, and community.
16. Collaborate closely with director of student health services, campus principal and other staff and provide leadership to ensure a healthy school environment. Work to meet the health needs of the general school population and those students with identified health conditions.
17. Participate in Admission, Review, and Dismissal Committee (ARD) meetings of students with identified health needs and develop Individual Health Plans (IHPs). Work with district personnel regarding implementation of IEP goals and services.
18. Advise campus administration in crisis or emergency situations and participate in assessment and reporting of suspected child abuse.
19. Available to staff to confer about health concerns, but not to impinge on time with students.

Administration

20. Review student immunization records. Refer students as needed to meet TDSHS immunization requirements.
21. Enforce procedures to ensure proper administration, safety, and security of medications, first aid or health supplies, and campus health equipment.
22. Train and supervise selected school personnel in clinic procedures, medication administration, emergency epi-pen use, diabetes care and other responsibilities according to district policy. Reinforce bloodborne pathogen education as needed. Maintain documentation of all trainings and forward a copy to Student Health Services Department.
23. Use SNAP software when applicable to compile, maintain and provide reports, records, and other required documents, including clinic logs, medication records, monthly reports, screening results, accurate and updated IHPs, sub folder and end of year stats.
24. Requisition supplies and equipment needed to maintain clinic inventory.
25. Comply with policies established by federal and state law, Texas Board of Nursing, Texas Department of State Health Services, State Board of Education and Hays CISD school board, in the area of student health services.
26. Report potential health and safety hazards to principal and Student Health Services Director.
27. Participate in MAC time studies/SHARS billing for identified students.

Professional

28. Demonstrate behavior that is professional, ethical, and responsible.
29. Comply with all district and campus routines and regulations.
30. Maintain nursing license with the Texas Board of Nursing, certification in Basic Life Support, vision, hearing and scoliosis and Acanthosis nigricans screening applicable to campus grade level and provide copies of all licenses, certifications, district required CNEs and training to Student Health Services.
31. Attend professional development seminars and continuing nursing education trainings.
32. Participate in at minimum 75% of monthly nurse meetings annually
33. Promote school nursing as a profession within the school, district and community.

Other

- 34. Report potential health and safety hazards to principal
- 35. Follow district safety protocols and emergency procedures

Supervisory Responsibilities:

Train and supervise assigned LVN/CMA/CNA, nurse aides, or other unlicensed staff for delegated duties and maintain records of training.

Equipment Used:

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, pulse oximeter, AED, vision/hearing screening equipment, oxygen tank and regulator, ambu bag, epipen, nebulizer, glucometer, personal computer, copier, refrigerator and other basic clinic equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard medical clinic equipment including automated external defibrillator (AED); special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting non-ambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding. Signature of acknowledgement indicates a receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #