



REGISTERED NURSE

Rev. July 2025

Job No.: 3304

Reports to: Director, Health Services

Dept./Campus: Health Services

FLSA Status: Exempt

Pay Grade: 303

Term: 187 Days

PRIMARY PURPOSE:

To provide smooth and efficient operation of school health services. Registered nurses can be moved from campus to campus based on student enrollment and medical acuity needs.

MAJOR RESPONSIBILITIES AND DUTIES

- Evaluate ill and injured students and communicate with families as needed.
- Evaluate and assess staff condition during medical emergency situations only, providing emergency-level intervention as appropriate; this role does not include routine or ongoing medical care for staff outside of emergency circumstances.
- Administer First Aid/CPR/AED when necessary.
- Administer medication as prescribed while assuring compliance with state law and district policy.
- Establish and maintain student immunization records in compliance with state immunization requirements.
- Evaluate students for communicable diseases/conditions and refer as needed.
- Perform health procedures for students with health needs per physician orders.
- Develop individualized health plans for students with health issues as needed and assist other campus clinics with individualized health plans as needed.
- Perform State-mandated vision, hearing, spinal, and Acanthosis Nigricans screening and refer students as needed.
- Enter screening data for state reporting as required.
- Conduct healthcare teaching of individuals or groups as requested.
- Conduct inventory and order supplies for clinic.
- Participate in IEP and other meetings as requested.
- Train designated staff members in clinic operations and delegated procedural health tasks.
- Perform campus staff training and education relating to health services.
- Participate in providing campus safety and security input.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor or Associate degree in Nursing (or graduate of a nursing diploma program).
- Texas RN license required.
- CPR/AED certification. Vision/Hearing/Spinal screening and Acanthosis Nigricans certification.
- Must maintain valid Texas driver's license.
- Experience as nurse in a school clinic preferred.

Knowledge/Skills/Abilities:

- Knowledge of school nursing scope of practice.
- Skill in oral or written communication; organization; and time management.
- Ability to present effectively to small and large groups; work effectively at all levels in a collaborative team environment; make decisions quickly and independently; manage multiple priorities and projects; understand written and verbal instructions; and handle stressful situations in calm and efficient manner.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of workday.
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Needs to move about inside the clinic, classroom, or campus to monitor students as necessary.
- Maintain composure and professionalism at all times.
- Needs to have vehicle available for district travel.
- Frequent sitting, standing, stooping, bending, reaching, twisting, pulling, and pushing.
- May be required to lift 50-80 pounds unassisted.
- May be required to lift 81-200 pounds assisted.
- Potential exposure to bodily fluids and communicable diseases.
- Ability to use standard office equipment including computer, mouse, printer, scanner, and fax machine.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.