



REGISTERED NURSE, SUMMER SCHOOL

Rev. June 2022

Reports to: Summer School Coordinator

FLSA Status: Exempt

Dept./Campus: Intervention Services /Assigned Campus **Term:** June & July Sessions

PRIMARY PURPOSE:

To provide smooth and efficient operation of summer school student health services.

MAJOR RESPONSIBILITIES AND DUTIES

- Evaluate ill and injured children and communicate with parents as needed.
- Administer First Aid/CPR/AED when necessary.
- Administer medication as prescribed and in 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 special medical procedures for students with special needs.
- Perform State-mandated vision, hearing, spinal, and Acanthosis Nigricans screening and refer students as needed.
- Enter data for State reports on vision, hearing and Scoliosis.
- Conduct health care teaching of individuals or groups as requested.
- Conduct inventory and order supplies for clinic.
- Review student immunization records, data entry of all immunization data, and parent notification for all campuses as requested.
- 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:

- Associates degree in nursing or related field (or graduate of a nursing diploma program).
- Registered nurse with current Texas License.
- CPR/AED certification.
- Vision/Hearing/Spinal screening and Acanthosis Nigricans certification.
- Experience with special needs children preferred.

Knowledge/Skills/Abilities:

- Skills in organization.
- Ability to communicate effectively; manage multiple priorities and projects; make decisions quickly and independently; 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 work day.
- Needs to move about inside the classroom or campus to monitor students as necessary.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- 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.