



Professional – Job Description

Job Title: Registered Nurse

Salary: Teacher Salary + 10 days

Reports To: Health Services Director/Principal

FLSA: Exempt

Dept./School: Assigned Campus

Minimum Duty Days: 187 days

Primary Purpose:

Supports student success by implementing a comprehensive program of health services for campus. Provides direct health care to students; provides leadership for provision of health services, screening and referral for health conditions; promotes health and a healthy school environment; provides leadership in health policies and programs; serves as a liaison between school personnel, family, community and health care providers.

Minimum Requirements:

- Associates or Bachelor's Degree from an accredited professional nursing education program.
- Valid registered nurse (RN) license to practice professional nursing in Texas issued by State Board of Nurse Examiners
- Valid CPR Certification

Preferred Requirements:

- One year of experience as a licensed registered nurse.

Special Knowledge/Skills:

- Must obtain certificate to conduct vision, hearing, acanthosis, and spinal screenings within two attempts from hire date
- Certified as American Heart Association CPR Instructor within one attempt from hire date.
- Information technology skills necessary to perform essential job requirements.
- Ability to work effectively and harmoniously with administrators, teachers and other staff.
- Strong organizational, communication and interpersonal skills.

Major Responsibilities and Duties:

Direct Health Care

1. Provides direct care to sick or injured students utilizing professional assessment skills, the nursing process, and LISD Health Services protocols; makes appropriate referrals as per LISD Health Services protocols; supervise of sick and injured students until they can be placed in the care of parent/guardian.
2. Maintains confidentiality of student health information and student health records in accordance with policy.
3. Performs special health care procedures and/or administer medication according to LISD Health Services policy.
4. Uses the nursing process to assess, plans, implements and evaluates care for students with chronic health conditions and maintain accurate and complete documentation.

5. Participates in assessments and reporting of suspected child abuse.
6. Assists at other campuses as needed in the role of campus nurse.

Leadership for provision of health services

7. Trains, supervises, and evaluates LVNs, Health Assistants, and other designated school staff in established clinic procedures for medication administration and special health care procedures.
8. Coordinates with other student services, faculty and staff to focus on health-related needs of students.
9. Trains staff on First Aid and CPR as per Health Services schedule.

Provides screenings and referrals

10. Plans, coordinates, and conducts screening procedures including referrals and follow-up activities and review accurate immunization data on students as required by the LISD Health Services program.
11. Refers students as needed to community medical resources such as Medicaid, City of Laredo Health Clinic and Gateway.

Promotes a healthy school environment

12. Assures appropriate exclusion from and re-entry into school.
13. Reports identifiable diseases as required by state law.
14. Provides leadership to school in implementing precautions for blood borne pathogens and other infectious diseases.

Promotes health

15. Participates in health promotion activities on topics selected by Health Services program.
16. Assists in coordination of staff wellness activities through programs approved by LISD.
17. Coordinates with Safety Department to improve health and safety of the school's physical environment; reports potential hazards to Principal.

Leadership role for health policies and programs

18. Participates in coordinated school health programs, crisis management teams, school health advisory councils, or other school committees.

Liaison between school personnel, family, community and health care providers

19. Participates as the health expert on Individualized Education Plans and 504 teams; collaborates with others regarding implementation of health-related Individual Education Plans.
20. Communicates with family through telephone calls and written communications.
21. Communicates with community health providers or agencies while maintaining appropriate confidentiality.
22. Maintains communication with Principal and Health Services Coordinator regarding student health status or other health services issues.

Administration

23. Requisitions supplies and equipment's needed to maintain clinic inventory.
24. Collects, maintains, and compiles health data necessary for state reports and submit to Health Service in a timely manner.

Professional

25. Performs duties in a professional, ethical, and responsive manner with the defined limits of the rules and regulations of the Nurse Practice Act.

26. Complies with regulations set forth by the Texas Department of State Health Services, the Texas Education Agency, and LISD policy.
27. Performs other duties as assigned by Health Service Director, Principal, or the District Superintendent.
28. Must wear LISD issued uniform when reporting to duty and adhere to the dress code administrative regulation.

Supervisory Responsibilities:

Directs the work of LVNs and Health Assistants as assigned

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District-wide travel
- Exposure to biological hazards and communicable diseases
- Work prolonged or irregular hours
- May be required to perform duties outdoors
- Must be able to access students/staff in all school area

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.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date