



# Longview Independent School District

## JOB DESCRIPTION NURSE - LVN

<b>JOB TITLE:</b>	School Nurse - LVN	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	10 Months
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Clerical/Par 5

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### PRIMARY PURPOSE:

Provide direct health services to students and staff as delegated by RN Supervisor or Nursing Coordinator; promote preventive health practices for students

### QUALIFICATIONS:

#### Education/Certification:

Graduate of an accredited vocational nursing education program  
Valid LVN license to practice vocational nursing in the state of Texas  
Current CPR certification  
Certification by Texas Department of Health to conduct vision, hearing and spinal screening

#### Special Knowledge/Skills:

Knowledge of health appraisal to identify student health defects

#### Experience:

Two years nursing experience, preferably in community health or pediatrics

### MAJOR RESPONSIBILITIES AND DUTIES:

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. Administer medications according to district policy and procedures
5. Perform screening procedures as required by the Texas Department of Health, Texas Education Agency, and district policy; make appropriate referrals as necessary



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

6. Participate in the promotion of preventive health practices as directed by RN Supervisor or Coordinator
7. Provide health counseling and instruction on an individual basis
8. Serve as health liaison between school physicians, parents, and community
9. Assess student problems and make appropriate referrals working with students, teachers, parents, and the medical and health care community as needed
10. Participate in the Admission, Review, and Dismissal Committee, crisis team, child abuse situations, and school committees
11. Make home visits concerning health problems as necessary with permission of principal
12. Communicate regularly with principal and lead nurse regarding health services issues
13. Review, evaluate and update immunization records on an on-going basis
14. Maintain AED equipment at campus/building
15. Document nursing interventions using accepted abbreviations and following district protocol for appropriate record keeping
16. Compile, maintain, and file all reports, records, and other documents required by the state and the district
17. Requisition supplies and equipment needed to maintain clinic inventory
18. Comply with policies established by federal and state law, Texas Department of Health rule, State Board of Education rule, and board policy in the area of health services
19. Report potential health and safety hazards to principal
20. Maintain current certifications in CPR, vision and hearing screening and spinal screening
21. Demonstrate behavior that is professional, ethical, and responsible
22. Comply with district policies, as well as state and federal laws and regulations



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

23. Adhere to the district's safety policies and procedures
24. Maintain confidentiality in the conduct of district business
25. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
26. Demonstrate regular and prompt attendance
27. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Thermometer, blood pressure cuff, audiometer, vision screening equipment, thermo scan, nebulizer, basic clinic equipment, personal computer, and copier

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; exposure to blood-borne pathogens and communicable disease will be controlled by using Universal Precautions.



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### **EVALUATION:**

School Nurse Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: Jan., 2020**