**LVN Job Description**

**School Nurse**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>School Nurse (LVN)</th>
<th>Wage/Hour Status:</th>
<th>Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Director of Special Education</td>
<td>Pay Grade:</td>
<td></td>
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<tr>
<td>Dept./School:</td>
<td>District – Campus Assigned</td>
<td>Date Revised:</td>
<td>1/17/2019</td>
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</tbody>
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**Primary Purpose:**

Implement comprehensive program of health services for Lovejoy ISD. Provide health services to students. Promote health education and preventive health practices for students, staff and families.

**Qualifications:**

**Education/Certification:**
- Graduate of an accredited professional nursing education program
- Valid LVN license to practice nursing in Texas from the State Board of Nurse Examiners
- Certified by Texas Department of Health to conduct vision and hearing screening
- Cardio Pulmonary Resuscitation (CPR) Certification

**Special Knowledge/Skills:**
- Knowledge of health appraisal to identify student health defects
- Strong organizational, communication, and interpersonal skills
- Ability to implement policies and procedures

**Experience:**
- Two years of nursing experience

**Major Responsibilities and Duties:**

**Nursing Services**

1. Provide direct care utilizing professional assessment skills, the nursing process, and established school health protocols.

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. Coordinate management system to administer medications to students at school. Administer medications according to district policy and procedures.

5. Establish and implement effective procedures for mandatory screening programs. Make referrals as necessary.

6. Develop and coordinate continuing evaluation of campus health program and make changes based on findings.
LVN Job Description

School Nurse

Instruction

7. Participate in development of campus health education curriculum and provide health education to individuals and groups.

8. Educate faculty and staff as needed on health related topics.

9. Provide health counseling and instruction to individual students.

10. Support students with academics, as needed.

Consultation

11. Serve as health liaison between school, physicians, parents, and community.

12. Assess student problems and make appropriate referrals working with students, teachers, parents, and medical and health care professionals as needed.

13. Participate in Admission, Review, and Dismissal Committee, crisis team, and school committees and develops Individual Health Plan.

14. Collaborate with other professionals regarding implementation of health-related Individual Education Plan (IEP) items.

15. Participate in assessment and reporting of suspected child abuse.

16. Communicate regularly with director, teachers, parents, food services, and other staff regarding health services issues.

Administration

17. Review and evaluate immunization records.

18. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including clinic records and accurate, updated health records on all students.

19. Requisition supplies and equipment needed to maintain clinic inventory.

20. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area.


22. Comply with all district and campus routines and regulations.
Professional Development

23. Maintain certification in CPR, vision and hearing screening, and as a health screener.
24. Model behavior that is professional, ethical, and responsible.

Equipment Used:

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment, personal computer, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Exposure to bacteria and communicable diseases.

I understand 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.

Employee Name: ____________________________

Employee Signature: _________________________ Date ___________________