

**JOB TITLE:** School Nurse

**STATUS:** Exempt

**REPORTS TO:** Principal

**TERMS:** 187 Days/Contract

**DEPARTMENT:** Campus Assigned

**PAY GRADE:** AE103

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**PRIMARY PURPOSE:**

Assist in development and implementation of a comprehensive program of health services for the school. Responsible for providing direct health services to students. Promote health education and preventive health practices for students. Serve as health advocate for students and collaborate to implement systems that allow students to develop to their full potential.

**QUALIFICATIONS:**

**Education:**

Graduate of an accredited professional nursing education program culminating with a certification as a registered nurse licensed through the Texas State Board of Nurse Examiners

**Special Knowledge/Skills:**

Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners  
Basic computer skills including MS Office and Skyward, preferred

**Experience:**

Two years experience, preferably in community health and/or pediatrics

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Participates in the implementation of a complete and functioning program to provide ongoing emergency health care and first aid and management of chronic health conditions.
2. Enforce procedures for the administration, safety, and security of medications, first aid or health supplies and equipment.
3. Train principal designated staff according to state and local policy, including correct procedures for administering medications, caring for diabetic students and students with asthma or allergies.
4. Coordinates health service activities with the instructional program.
5. Implement health assessment and screening programs according to state mandated guidelines.
6. Assists in control of communicable diseases by interpreting the policies and procedures for control of communicable disease within the school.
7. Coordinates referrals to health care professionals for medical diagnostic services and treatment as needed.
8. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy in health services.
9. Consults with staff on student health conditions, provides specific health instruction, and assists with individual cases as needed.
10. Compiles, maintains, and files all reports, records, and other documents as required.
11. Presents for students a positive role model that supports the mission of the school district.

12. Complies with all district and local campus routines and regulations.
13. Assure all students maintain state mandated immunization compliance.
14. Provides training as needed.
15. Maintains current CPR certification, RN licensure and hearing/vision. AN certifications.
16. Assesses and responds to needs related to job responsibilities.
17. Provides relevant counseling and guidance to students and parents so they may assume responsibility for maintenance of student health.
18. Helps families use community resources for health-related needs.
19. Demonstrates awareness of district-community needs and initiates activities to meet those identified needs.
20. Demonstrates the use of appropriate and effective techniques for community and parent involvement.
21. Attends Health Services trainings and meetings.
22. Collaborate with campus administrator to develop annual Medical Emergency Response Plan.
23. Maintains clinic supply inventory according to designated budget.
24. Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervises assigned student aides and volunteers.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (15-45 pounds)

**Environment:** Biological exposure to bacteria and communicable diseases; occasional heavy lifting up to 50 lbs.

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

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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.

I have read and understand the responsibilities and duties required for this position as outlined above.

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Printed Name

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Signature

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Date

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