

Job Title: Lead-Nurse (RN)*

Wage/Hour Status: Exempt

Reports to: Principal

Primary Purpose:

The mission of Life School is to train leaders with life skills for the twenty-first century by establishing strong academics, character training, and a parenting program.

In support of Life School mission, the **Lead-Nurse** will implement district health services program to best meets the needs of the student population on the assigned campus. Provide health services to students. Promote health and safety education for students and preventive health practices for students.

Qualifications:

Education/Certification:

Graduate of an accredited professional nursing education program
Valid registered nurse license (RN) from the Texas Board of Nursing
Current automatic external defibrillator (AED), cardio pulmonary resuscitation (CPR) certificates, and hearing and vision screening certifications through the Texas Department of Health

Special Knowledge/Skills:

Knowledge of health appraisal to identify student health defects
Strong organizational, communication, and interpersonal skills
Ability to implement policies and procedures
Effective verbal and written communication skills

Experience:

Two years nursing experience
Two years of supervisory and/or experience working in a school setting preferred

Major Responsibilities and Duties:

Nursing Services

- Provide direct care utilizing professional assessment skills, the nursing process, and established school health protocols. Provide health counseling and instruction to individual students.
- Assess student problems, communicate with parents regarding individual students, and ensure appropriate referrals and follow up as needed. Serve as a liaison between school personnel, the family, healthcare professionals, and the community.
- Notify parents of accident or illness. Secure emergency medical care for students as needed.
- Coordinate management system to administer medications to students at school. Administer medications according to district policy and procedures.
- Establish and implement effective procedures for mandatory screening programs. Make referrals as necessary.

Instruction

- Participate in development of campus health education curriculum, educate faculty and staff as needed on health related topics, and provide health education to individuals and groups including contributing to campus communications to parents and the local community regarding health issues.

Consultation

- Participate in Admission, Review, and Dismissal Committee, crisis team, and school committees and develops Individual Health Plan. Collaborate with other professionals regarding implementation of health-related Individual Education Plan (IEP) items.
- Participate in assessment and reporting of suspected child abuse.

- Communicate regularly with principal, health services coordinator, school counselor, teachers, parents, food services, and other staff regarding health services issues.

Administration

- Supervise and train nurse aide(s) and LVN(s) in clinic procedures and responsibilities according to district policy.
- 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. Review and evaluate immunization records.
- Requisition supplies and equipment needed to maintain clinic inventory.
- 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. Comply with all district and campus routines and regulations.
- Report potential health and safety hazards to principal.
- Develop programs and train all nursing staff on policies related to health and safety. Provide expert advice to district administration and other departments regarding policies, procedures, nursing, and healthcare standards on matters impacting student, staff, and the community.
- Coordinate activities of the health services program with outside agencies and members of medical and health care community to ensure that students have access to adequate health care services.
- May perform duties of school nurse at assigned campus.
- Plan and conduct professional development, orientation, training, and certification programs for nurses and nurse assistants.
- Work cooperatively with principals to recruit, interview, select, train, supervise, and evaluate all health services personnel and make recommendations about assignment, retention, discipline, and dismissal.

Other:

- Provide personal care as identified in applicable student IEP's.
- Coordinate with PEIMS for all required data reports.
- Other duties as needed.

Supervisory Responsibilities:

Supervise the work of potential licensed vocational nurse (LVN) and/or assigned health clinic aide(s).

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Exposure to bacteria and communicable diseases. Work prolonged or irregular hours. Frequent standing, stooping, bending, walking, lifting, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. Work may be required both inside and outside.

**Includes information from School Health Staff Roles published by the Texas Department of Health School Health Advisory Committee, June 2002.*

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 Printed Name: _____ Signature _____ Date _____

Supervisor Signature: _____ Date _____