

**Job Title:** Nurse (RN)\*

**Wage/Hour Status:** Exempt

**Reports to:** Principal

**Primary Purpose:**

The mission of Life School is to develop leaders with life skills through strong academics, character training, and partnerships with parents and the community.

In support of Life School mission, the **School 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 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.
- May provide or supervise medical administrations and other personal care student services.

**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**

- Direct 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.
- Work with Lead Nurse to develop and coordinate continuing evaluation of campus health program and make changes based on findings.

### **Other:**

- Provide personal care as identified in applicable student IEP's.
- Other duties as needed.

### **Supervisory Responsibilities:**

Direct 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.*

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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 and duties that may be assigned or skills that may be required.

Employee Printed Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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