

School Nurse (RN) Job Description



Job Title:	School Nurse (RN)	FSLA:	Exempt/Professional
Reports to:	Principal	Pay Grade:	Teacher Scale
Dept. /School:	Assigned Campus	Calendar Days:	187
Contract:	Probationary/Term	Revised:	12.4.20

Primary Purpose

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:

- Associate's Degree in Nursing or higher from an Accredited School of Nursing
- Licensed by the Texas Board of Nursing to practice as a Registered Nurse
- Current automatic external defibrillator (AED) and cardio pulmonary resuscitation (CPR) certificates preferred

Special Knowledge/Skills:

- Knowledge of health appraisal to identify student health defects
- Ability to implement policies and procedures
- Knowledge of basic first aid
- Proficient keyboarding and file maintenance skills
- Ability to write routine reports and correspondence
- Strong organizational, communication, and interpersonal skills

Experience:

- Minimum one year successful nursing experience

Major Responsibilities and Duties

Nursing Services:

1. Provide direct care using professional assessment skills, the nursing process, individualized healthcare plans (IHPs), and established school health protocols. Provide health counseling and instruction to individual students.
2. 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.
3. Notify parents of accident or illness. Secure emergency medical care for students as needed.
4. Develop and implement individualized healthcare plans (IHPs) and evaluate outcomes of skilled and direct nursing care and procedures for medically fragile students to ensure safe integration of the student into the school environment.

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5. Serve as health advocate for students.
6. Ensure that medications are administered to students according to district policy and procedures.
7. Establish and implement effective procedures for carrying out mandatory screening programs.
8. May make home visits to help with student health problems as necessary.

Instruction:

9. Participate in development of campus health education curriculum, educate faculty and staff through in-service programs on health related topics, and provide health education to individuals and groups including to parents and the local community regarding health issues.

Consultation:

10. Collaborate closely with campus principal and other staff and provide leadership to ensure a healthy school environment. Work to meet the health needs of the general school population and those students with identified health conditions.
11. Participate in Admission, Review, and Dismissal Committee (ARD) meetings of students with identified health needs and develop Individual Health Plans (IHPs). Work with district personnel regarding implementation of IEP goals and services.
12. Advise campus administration in crisis or emergency situations and participate in assessment and reporting of suspected child abuse.

Administration:

13. Work with program director of health services to develop and coordinate continuing evaluation of campus health program and make changes based on findings. Develop and recommend campus policies and procedures to promote the health and wellness of students and staff.
14. Supervise the control of communicable diseases and report diseases to the Harris County Health Department and supervise the reporting of animal bites to the Animal Control Division of the police department according to state and local health regulations and school district policies.
15. Complete Accident Report Forms when required; assist with student accident insurance claims.
16. Compile, maintain, and file all reports, records, and other documents required, including clinic records and accurate and confidential student health records such as immunization records, medication administration records, individual student treatment records, and IHPs.
17. Requisition supplies and equipment needed to maintain clinic inventory.
18. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, board policy, and district and campus routines and regulations.
19. Report potential health and safety hazards to principal.

Professional Growth and Development:

20. Maintain professional nursing skills and knowledge as required by the Texas Nurse Practice Act and the Texas Board of Nursing.

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21. Attend educational programs, seminars, workshops and other professional growth activities to maintain and update professional knowledge, expertise, and clinical skills.

Other:

22. Perform other duties as may be assigned by the principal and the Superintendent of Schools.
23. Transport students from school for medical reasons according to district policy.

Supervisory Responsibilities

Clinic Aide, if assigned

Evaluation

Nurses will be evaluated by their administrator using Aldine ISD's Invest appraisal system earning one of the following levels of job performance:

- Highly Effective
- Effective
- Needs Improvement
- Ineffective

Work Environment

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions and maintain emotional control under stress

Tools/Equipment Used: Standard medical clinic equipment including automated external defibrillator (AED); special needs adaptive equipment; standard office equipment including personal computer and peripherals

Posture: Frequent standing and sitting; kneeling/squatting, bending/stooping, pushing, pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting nonambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.