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**Job Title:** Summer School Registered Nurse (RN)/Licensed Vocational Nurse (LVN)

**Reports to:** District/Campus Administrator

**Dept./School:** District-Wide

**Rate of Pay:** \$45/hour RN, \$20/hour LVN

**Primary Purpose:**

The Summer School RN will provide first aid to students and staff. First aid includes, but not limited to administering medications, performing ordered treatments, caring for illness, and critical decision making in emergency situations.

**Qualifications:**

- Internal posting for current full-time Nurses only. (Staff retiring at the end of this school year are not eligible, nor are employees still on contract.)
- Must be knowledgeable of nursing practices and protocols.

**Work Schedule:**

- Position 1- June 2-12, Position 2- June 2-27
- Monday through Friday
- 7:30am-4:00pm

**Major Responsibilities and Duties:**

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.
5. Administer medications according to district policy and procedures.
6. Provide health counseling and instruction to individual students.
7. Serve as health liaison between school, physicians, parents, and community.
8. Assess student problems and make appropriate referrals working with students, teachers, parents, and medical and health care professionals as needed.
9. Collaborate with other professionals regarding implementation of health-related Individual Education Plan (IEP) items.
10. Participate in assessment and reporting of suspected child abuse.

11. Communicate regularly with principal, health services coordinator, school counselor, teachers, parents, food services, and other staff regarding health services issues.
12. 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.
13. Report potential health and safety hazards to campus principal.

**Mental/Physical/Environmental Factors:**

Maintain emotional control under stress; Continual walking, standing, stooping, kneeling, bending, and twisting; Work indoors and outdoors in varying climate conditions.

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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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_