



Job Title: School Nurse

Reports to: Principal

Dept. /School: Assigned Campus

Exemption Status/Test: Exempt

Date Revised: April 2022

Pay Grade: 104

Primary Purpose:

Implement district health services programs to best meet 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 school of nursing
- Bachelor's degree in a nursing-related field preferred
- Valid Registered Nurse License (RN) from the Texas Board of Nursing

Experience:

- Minimum of one (1) year of nursing experience

Special Knowledge/Skills/Abilities:

- 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

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.
2. Provide health counseling and instruction to individual students.
3. Assess student problems, communicate with parents regarding individual students, and ensure appropriate referrals and follow up as needed.
4. Serve as a liaison between school personnel, the family, healthcare professionals, and the community.
5. Notify parents of accidents or illnesses.
6. Secure emergency medical care for students as needed.
7. Develop and implement individualized healthcare plans (IHPs) and evaluate outcomes of skilled and direct nursing care and procedures for medically fragile students to ensure the safe integration of the student into the school environment.
8. Serve as a health advocate for students.

9. Ensure that medications are administered to students according to district policy and procedures.
10. Establish and implement effective procedures for carrying out mandatory screening programs.
11. May make home visits to help with student health problems as necessary.

Instruction

12. Participate in the 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

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

Administration

18. Work with the health services coordinator to develop and coordinate a continuing evaluation of the 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.
19. Supervise, train, and participate in evaluating LVNs and other staff with responsibility for assisting students with health needs to whom the school nurse has delegated tasks.
20. Coordinate and deliver training for school employees acting as unlicensed diabetes care assistants evaluating unlicensed diabetes care assistants.
21. 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.
22. Requisition supplies and equipment needed to maintain clinic inventory.
23. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy.
24. Comply with all district and campus routines and regulations.
25. Report potential health and safety hazards to the principal.
26. Follow district safety protocols and emergency procedures

Professional Development

27. Maintain professional nursing skills and knowledge as required by the Texas Nurse Practice Act and the Texas Board of Nursing, including certification for mandated screenings and basic life support for healthcare providers (CPR/AED).

28. Improve personal performance and leadership skills through staff development opportunities, coursework, and/or professional associations to ensure continued district improvement.
29. Act professionally and ethically as outlined in the standards of conduct for the nursing profession.
30. Perform other duties that may be assigned.

Supervisory Responsibilities:

Direct the work of assigned health clinic aide(s).

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Frequent standing, 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

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

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

Reviewed by _____ Date _____

Received by _____ Date _____