



SEGUIN INDEPENDENT SCHOOL DISTRICT

Job Description

JOB TITLE: Registered Nurse
REPORTS TO: Campus Principal(s)
DEPT/SCHOOL: Assigned Campus (es)

WAGE/HOUR STATUS: Exempt
PAY GRADE: Teacher
DAYS EMPLOYED: 192
DATE REVISED: May 2024

PRIMARY PURPOSE:

Implement a comprehensive program of health services for the assigned schools, including direct health services to students. Serve as health advocate for students and staff. Promote health education and preventive health practices for students. Assist in the development of the comprehensive program.

QUALIFICATIONS:

Education/Certification:

- Graduate of an accredited professional nursing education program along with current Healthcare provider, CPR and first aid certification, and perform CPR adequately.

Special Knowledge/Skills:

- Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners
- Strong communication, public relations, and interpersonal skills
- Excellent organizational skills

MAJOR RESPONSIBILITIES AND DUTIES:

Program

1. Implement a complete and functioning program Management to provide emergency health care and participate in the development of the program.
2. Assist in the control of communicable diseases by interpreting policies and procedures for control of communicable diseases within the school.
3. Establish and/or maintain student immunization records and insure that students enrolled are in compliance with state law.
4. Coordinate referrals to health care professionals for medical diagnostic services and treatment as needed.
5. Consult with staff members on student health problems, as appropriate, and provide assistance with individual cases as needed.
6. Enforce procedures for the administration, safety, and security of medications, first aid supplies, and equipment and participate in the development of procedures.
7. Plan and implement health assessment and screening programs.
8. Coordinate health service activities with the instructional program (IHP, 504 and ARDs).

9. Compile, maintain, and file all reports, records, and other documents as required.
10. Implement and comply with policies established by federal and state law, State Board of Education rule, and the local board policy in the area of health services.
11. Organize and implement on-campus immunization clinics to assure that all students are appropriately immunized before entering school.
12. Review students' records monthly and advise parents of needed immunizations. Secure written permission and administer required immunizations as the need arises throughout the school year.

Student management

13. Provide relevant counseling and guidance to students and parents so they may assume responsibility for maintenance of student health.
14. Help families use community resources for health-related needs.

School Climate

15. Assist with school office reception responsibilities as health responsibilities will allow.
16. Effectively communicate with colleagues, students, and parents.
17. Comply with all district and campus routines and regulations.
18. Present a positive role model that supports the mission of school health services and the mission of the school district.
19. Maintain a positive and effective relationship with supervisors.

School Improvement

20. Develop and coordinate a continuing evaluation of the health program and implement, or recommend changes when appropriate.
21. Assess and respond to needs related to job responsibilities.

School-Community Relations

22. Articulate the district's mission and goals in the area of health care services to the community and solicit support in realizing the mission.
23. Demonstrate awareness of district-community needs and initiate or cooperatively plan activities to meet those identified needs.
24. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
25. When appropriate, and requested by school staff, participate in ARD meetings for students with serious and/or ongoing health related issues.

Professional Growth and Development

26. Demonstrate behavior that is professional, ethical, and responsible.
27. Develop professional skills appropriate to the job assignment.
28. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervise assigned school nurse aides.

EQUIPMENT USED:

- Health care equipment normally associated with school clinics as well as equipment associated with specialized health services approved under board policy

WORKING CONDITIONS:

Mental Demands:

- Ability to communicate effectively (verbal and written)

- Interpret policies and procedures
- Maintain emotional control under stress

Physical Demands/Environment Factors:

- Frequent district-wide travel
- Biological exposure to bacteria and communicable diseases
- Occasional lifting or physically supporting children

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by _____ Date _____

Employee Signature _____ Date _____