

Carroll Independent School District

Job Description

JOB TITLE:	School Nurse	Pay Grade:	AP2
Supervisor:	Campus Principal/Lead Nurse	Employment Days:	187
Department:	Campus/Student Services	Wage/Hour Status:	Exempt

MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

JOB SUMMARY:

This position 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) and cardiopulmonary resuscitation (CPR) certificates

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:

- 2 years nursing experience, preferred

MAJOR RESPONSIBILITIES:

Nursing Services

- 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.
- 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.

- 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.
- Serve as health advocate for students.
- Ensure that medications are administered to students according to district policy and procedures.
- Establish and implement effective procedures for carrying out mandatory screening programs.

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

- 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.
- 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.
- Advise campus administration in crisis or emergency situations and participate in assessment and reporting of suspected child abuse.

Administration

- Work with the Lead Nurse 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.
- Supervise, train, and participate in evaluating LVNs and other staff with responsibility for assisting students with health needs to who the school nurse has delegated tasks.
- Coordinate and deliver training for school employees acting as unlicensed diabetes care assistants evaluating unlicensed diabetes care assistants.
- 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.
- 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. Comply with all district and campus routines and regulations.
- Report potential health and safety hazards to principal.
- Follow district safety protocols and emergency procedures.

Professional Development

- 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).

Other

- Follow district safety protocols and emergency procedures.
- Assist in upholding and enforcing school rules, administrative regulations, and Board policy.
- Establishes and maintains cooperative relations with others.

- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

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

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
(Executive Director of Human Resources)

APPROVED BY: _____ DATE: _____
(Deputy Superintendent)

Date Created: 7/2003	Date(s) Revised: 8/2022
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