



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Nurse

Salary Block: Teacher Salary Scale

Reports To: Campus Principal

Terms of Employment: 192-197 Days

Exemption Status: Exempt

Primary Purpose:

The school nurse is a member of the educational team who instructs and directs children and staff to promote the mental and physical health of students so that they may participate and benefit from all the educational programs. To accomplish the following services under major responsibilities and duties as established as by the Standards of School Nursing Practice in accordance with the Texas Nurse Practice Act.

Qualifications:

Education/Certification:

- Must have an active, current registration as a professional nurse in the State of Texas.
- Graduate of an accredited nursing program with a license to practice in the State of Texas as a Registered Nurse
- Bachelor's Degree (preferred)
- AHA BLS CPR/AED certification
- Certification in audiometric, vision, and acanthosis screening or obtain within six (6) months
- AHA CPR Instructor or obtain within six (6) months

Experience:

- Minimum of two years as a professional registered nurse

Major Responsibilities and Duties:

Provides Care Coordination

1. Practices within the defined limits of the Texas Nurse Practice Act, the American Nurses Association Standards of Clinical Nursing practice, and the Standards of School Nursing Practice of the National Association of School Nurses.
2. Complies with Texas Department of Health regulations and district policy.
3. Plans, implements, and supervises school health screening programs as requested by the Texas Department of Health, Texas Education Agency, and district policy for the purpose of referring medical conditions and makes referrals in a timely manner. Provides follow-up services when indicated.
4. Provides temporary and emergency care for sick and injured students or employees according to district policy and procedures.
5. Coordinates management system to administer medications to students at school. Administer medications according to district policy procedures.
6. Performs special procedures according to physician orders.
7. Notifies parents of accident or illness and secures medical care for students in emergency cases if parents or emergency contact cannot be reached.
8. Serves as health liaison between teachers, administrators, parents, and community health care providers.
9. Collaborates with PE Coach/Health Education teacher to work with SHAC approved agencies in providing Health education for students.

ADOPTED: 3-5-85

AMENDED: 2-14-97, 8-23-01, 4-01-03, 7-11-07, 8-14-07, 10-4-11; 12-12-2012, 8-29-2016
10-5-16, 10-23-17, 1-23-23, 9-11-2023

Nurse

10. Provides health counseling and teaching to and contributes to the health education program as a resource person in both planning and teaching capacities working with principals and teachers.
11. Promotes and assists in the control of communicable diseases through preventive immunization programs, early detection, surveillance, and reporting of contagious diseases.
12. Reviews and evaluates immunization records.
13. Encourages parents to maintain current immunizations protection as recommended by the Department of Human Services.
14. Participates in the health aspects of school registration preK-12 grade.
15. Assesses student problems, implements the nursing process, and makes appropriate referrals, working with students, teachers, parents, family physicians and other community providers as needed, for the purpose of promoting and/or securing health services.
16. Make home visits concerning health-related problems as necessary, with the permission of the principal.
17. Develops and coordinates continuing evaluation of campus health program and make changes based on findings.
18. Participates in assessment and reporting of suspected child abuse.
19. Report potential health and safety hazards to the principal.
20. Communicate regularly with campus administration and health services manager regarding health services issues.

Develops and Maintains Student Health Plans

21. Interprets the health status of students to appropriate school personnel.
22. Serves as liaison and initiates referrals to parents, school personnel and community health resources for intervention, remediation, and follow through.
23. Recommends and helps to implement modifications of school programs to meet student's health needs.
24. Maintains, evaluates, and interprets cumulative health data to accommodate individual needs of students.
25. Participates as the health specialist on the child education evaluation team to develop the health individualized educational plan ie., Admission Review and Dismissal (ARD), I.E.P & 504's.
26. Plans and implements school health management protocols for the child with chronic health problems, including the administration of medication.
27. Participates in home visits to assess the family's needs as related to the child's health.
28. Develops campus protocols and provides for crisis intervention for acute illness, injury, and emotional disturbances.
29. Recommends provisions for a school environment conducive to learning.

Community/Public Health

30. Provides health information to assist students, faculty, and families/community in making health-related decisions.
31. Participates in health education directly and indirectly for the improvement of health by teaching persons to become more assertive health consumers and to assume greater responsibility for their own health.
32. Provides information to adolescents concerning health problems to encourage responsible decision-making practices.
33. Coordinates school and community health activities and serves as a liaison person between the home, school and community (Health Fairs, Flu Clinics, Immunization Clinics)
34. Acts as a resource in promoting health careers.
35. Engages in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices.

Administration

36. Responsible for accurately maintaining, updating, entering, scanning, and uploading student's cumulative health records onto the school district's electronic health record system.

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Nurse

37. Assures that school health services and activities are appropriately documented, according to professional nurse standards.
38. Adheres to HIPPA/FERPA and confidentiality rules and regulations.
39. Maximizes the quality of in-class time by reducing the incidence of health-related absenteeism.
40. Administers medication according to district policy and procedures.
41. Maintains certification in BLS/Instructor, vision, and hearing screening.
42. Completes required Health Screens as established by the Texas DSHS (Vision, Hearing, Acanthosis, Scoliosis).
43. Participates in Staff Development meetings and professional growth activities /Completes mandated Continuing Nursing Education (CNE) requirements to maintain R.N. license.
44. Keeps well informed of the latest trends in school health; this may be accomplished by attending local/state school nurse conferences, which contribute to professional growth.
45. Helps develop/revise school health protocols/policies, procedures and standing orders.
46. Participates in the preparation of the campus school emergency team, CPR instructor certification. This identifies the school nurse as a member of the staff.
47. Annually reviews, revises and implements campus emergency protocols i.e., emergency response teams, including in-service education for staff on how to care for Diabetes/anaphylactic emergencies etc.
48. Ensures that all members of the campus emergency team are certified in CPR/First Aid.
49. Be a resource and assist in preparing first aid kits for school campus.
50. Supervises and train nurse aide (s) in clinic procedures and responsibilities according to district policy.
51. Prepares reports monthly/yearly as requested by the nurse manager. It is extremely important to document school nursing activities. This documentation provides both the superintendent and school board with information to support the need for school nursing.
52. Upholds and adheres to the safety rules and policies of the SISD safety program.
53. Supports the goals and objectives of the school district and follow all district policies.
54. Performs any other duties assigned by the appropriate supervisor.
55. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
56. Keeps lines of communication open between nurse and teachers, nurse and administration, nurse and parents, and nurse and guidance counselors.
57. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent district-wide travel; works with frequent interruptions; occasional prolonged and irregular hours.

Nurse

This job description 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.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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