



Position Title:	School Nurse
Date Modified:	May 2021
FLSA Classification:	Exempt
Reports to:	Head of Student Support Services
Position Purpose:	Directs the school health services program on the assigned campus and provides medical care and services to students according to physician prescribed medical care and treatment orders while using established procedures and protocols.
Work Hours:	7:15 a.m. – 4:15 p.m.
Work Calendar:	School Year
PTO Designation:	Educator – School Year

Description

The School Nurse reports directly to the Head of Student Support Services. The School Nurse directs the school health services program on the assigned campus and provides medical care and services to students according to physician prescribed medical care and treatment orders while using established procedures and protocols.

Essential Functions

- Directs the school health services program and provides medical care and services to students according to physician prescribed medical care and treatment orders while using established procedures and protocols.
- Responds to emergency medical situations; performs first aid as needed; coordinates with local emergency personnel and agencies as required. Reports severe illness to Head of Student Support Services, appropriate division head, chaplain and Head of School.
- Coordinates with local health agencies and medical treatment facilities as necessary.
- Effectively communicates with all constituents in a school environment.
- Aids in the planning and implementation of all areas of financial responsibility related to the department and prepares operating and capital budget.
- Prepares reports required by the Texas Department of Health for school.
- Meets and maintains Texas State licensing; CPR certification remains current.

- Completes preparations prior to school being in session and after school sessions conclude according to the school calendar as directed by the Head of School.
- Assists in maintaining congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan and all activities of the student support services department.
- Supports and adheres to school policies in all areas of the school's operation.
- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the school's student services policies and procedures.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.

Essential Tasks

- Establishes, reviews and maintains medical and health services programs for the school.
- Provides medical care and services to students and school staff according to physician prescribed medical care and treatment orders. Creates and maintains documentation of all treatment and medical services activity.
- Coordinates with local health agencies and medical treatment facilities as necessary.
- Maintains student immunization and other medical records, including Health and Emergency forms and Accident Reports on each student. Prepares annual report of student medical issues for appropriate staff distribution.
- Confers with students, parents and teachers regarding medical treatment; following confidentiality policies and regulations.
- Contacts the parents of children who are absent for three or more days; calls parents of children injured at school to follow up on treatment; conveys information to the Head of Student Support Services, appropriate division heads and Head of School.
- Monitors, provides assistance and administers insulin to diabetics, as required. Provides other treatment as necessary.
- Maintains confidentiality and privacy rules and regulations.
- Follows all required cleaning and sanitization procedures.
- Administers the school's Bloodborne Pathogen Exposure Control Policy and Plan; provides training (as assigned) and keeps records as required.
- Maintains inventory of supplies and materials needed in the clinic; develops and monitors procedures for maintaining adequate supplies in all school first aid kits.
- Maintains staff emergency information and initial accident reports.
- Provides training for school staff in health-related areas, including CPR and first aid (as assigned).
- Reviews annual health form developed for students participating in athletics, and consults with coaches and the Director of Athletics as needed to assure the safety of students.

- Aids in the planning and implementation of all areas of financial responsibility related to the department and prepares operating and capital budget.
- Other duties as assigned by the Head of School.
- Knowledgeable about Senior Systems and uses the Senior Systems' admissions module and/or other school management software programs.
- Completes various Tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Licensed Registered (RN) required.
- Experience in an independent school setting is preferred.
- Certified in Professional CPR.
- Experience with student health information systems preferred.
- Must demonstrate competency with basic word processing, spreadsheet, PowerPoint and internet applications and the ability to use basic office equipment;

Physical Requirements and Work Environment

- Climate controlled office/school environment with a wide variety of challenges, deadlines.
- Ability to work outdoors in a wide range of temperatures and weather
- Occasionally lift up to 30 pounds.
- Visual acuity both near and far
- Ability to hear sounds at normal speaking levels with or without correction and to receive information through oral communications.
- Stooping, bending, kneeling, standing, walking, reaching, jumping