



JOB DESCRIPTION OVERVIEW

Position Title: School	Registered Nurse, BSN State of Texas
Date of Job Description:	4/1/2024
Status:	Salaried Non-Exempt
Reports To:	Head of School, Netra Fitzgerald
Employment Hours:	M-TH 8:15 am - 3:15 pm, F 8:15 am - 12:15 pm
Salaried Employee:	32 Hours; Insurance benefits optional

Responsibilities:

- Oversee nursing care to ill and injured students.
- Administer nursing, first aid and emergency care to sick and injured students and school personnel as needed during the school day.
- Maintain accurate records of state mandated student immunizations, vision, and hearing screenings. Prepare written reports required by the Texas Department of State Health Services.
- Assures that school health services and activities are appropriately documented, according to professional school nurse standards.
- Formulate an individualized health plan for students with chronic/acute health care needs.
- Respect confidentiality of matters related to health problems of students, school personnel and their families, adhering to HIPPA confidentiality rules and regulations.
- Assist with teacher and staff training regarding infection control/PPE, CPR/First Aid Training and relevant health lessons.
- Present hands-on teacher staff training Epi-Pen/Food Allergies.
- Compile allergy list, secure physician plans (LTA) and needed emergency medications. Determine classroom snacks are allergen safe.

- Communicates effectively with colleagues, students and parents.
- Maintains an orderly, clean, safe and properly supplied clinic.
- Demonstrate flexibility in working with all staff as needed to maintain quality programming and classroom safety.
- Collect medical forms and current immunizations record from each student yearly.
- Ensure all students are vaccinated according to the State of Texas.
- Follow the CDC Health Regulations and Guidelines.
- Assist in performing and maintaining standards as required by the Southwestern Association of Episcopal Schools, Texas Health and Human Services and other governing bodies.
- Complete 24 annual clock hours of continuing education in Early Childhood Education as required by the State of Texas.
- Assist with ordering Healthy School Snacks.
- Work with ministry staff and other church staff to ensure harmonious relationships.
- Treat SMES families, parishioners, guests and other visitors with respect and maintain a helpful attitude.
- Embrace and commit to school's mission and four pillars.
- Perform other tasks as requested.

Employment Requirements:

- Current State of Texas Registered Nurse license.
- BSN degree from an accredited professional nursing school program required.
- CPR certified.
- Prior nursing experience with school nursing or pediatrics preferred.
- Strong assessment, critical thinking, organization, communication, public relations and interpersonal skills.
- Knowledge of national, state and local student health requirements.
- Must meet personal qualifications as outlined in the THHS Minimum Standards for Childcare Centers.
- Must meet the personal qualifications as outlined in the Saint Michael Episcopal School Employee Handbook.

- Must have basic computer skills and ability to communicate via email text, Google and Microsoft word.
- Must have access to the internet and/or text messaging to be able to communicate with SMES staff, parents and caregivers outside of school hours, when necessary.

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and all compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, citizenship status, marital status, religion, disability/handicap, or any other protected status in accordance with the requirements of all federal, state and local laws.