



Job Description – District Nurse

Department: Medical Support

FLSA Status: Exempt

Amount of Travel Required: Some travel required

Pay Grade: 2

Job Status: Full time

Reports To: Superintendent

Work Days: 205

Positions Supervised: Assigned Staff

POSITION SUMMARY

Administers and coordinates the health services program under the direction of the Superintendent.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Graduate of an accredited professional nursing education program with a minimum of a BSN
- Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners
- Certified by Texas Department of Health to conduct vision and hearing screening
- Two years nursing experience, preferably in community health
- Cardio Pulmonary Resuscitation (CPR) certified

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Conducts school health services, vision, hearing, dental and other such screenings as may be required
- Dispenses prescribed medication
- Monitors immunization requirements
- Provides temporary and emergency care in the event of illness or accident
- Notifies parents of accidents or illnesses and secure emergency medical care for students if parents or emergency contact cannot be reached.
- Maintains up-to-date cumulative health records on all students
- Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters
- Prepares and submits reports to the superintendent/designee and State Board of Health
- Participates with school staff in developing and implementing a total school health program
- Assists the teachers in adapting the school program to meet the needs of individual students
- Serves as a team member in identifying, evaluating, and providing for handicapped children
- Serves as liaison between the school and community health and welfare agencies and the medical profession

- Counsels with students and parents to secure needed medical, dental, or other treatment
- Participates in required staff development
- Attends local, state, and/or national professional conferences or workshops
- Performs other duties as assigned
- Report to work in a timely manner according assigned schedule
- Perform other related duties as assigned by the school management.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Loyal - The trait of feeling a duty to the employer.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one’s conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

Other Physical Requirements

Ability to wear Personal Protective Equipment (PPE) (Latex Gloves are used at all times when working.)

WORK ENVIRONMENT

Office environment in a controlled atmosphere building.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Job Code:

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.

