



DAVIS, CYNTHIA
FOREST PARK

Longview Independent School District

JOB DESCRIPTION REGISTERED NURSE

JOB TITLE:	Registered Nurse	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	187 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Teacher Pay Schedule

PRIMARY PURPOSE:

Provide health services for students; promote health education and preventive health practices for students

QUALIFICATIONS:

Education/Certification:

Graduate of an accredited professional nursing education program
Valid Registered Nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners
Certification by Texas Department of Health to conduct vision, hearing and spinal screening
CPR certification

Special Knowledge/Skills:

- Knowledge of health appraisal to identify student health defects
- Strong organizational, communication and interpersonal skills
- Ability to implement policies and procedures
- Working knowledge with children who have a tracheotomy and care of the tracheotomy
- Working knowledge of the Papez valve for the tracheotomy
- Working knowledge and care of the G-Button
- Working knowledge of child with a seizure disorder
- Working knowledge of saturation pulse or monitor
- Able to develop plan of care (Care Plans)

Experience:

Two years nursing experience, preferably in school health



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MAJOR RESPONSIBILITIES AND DUTIES:

Nursing Services

1. Provide temporary and emergency care for sick and injured students
2. Serve as health advocate for students
3. Notify parents of accident or illness and secure medical care for student in emergency cases (if parents or emergency contact cannot be reached)
4. Maintain AED(s) on campus
5. Coordinate management system to administer medications to students at school; administer medications according to district policy and procedures
6. Establish and implement effective procedures for mandatory screening programs; make referrals as necessary
7. Develop and coordinate continuing evaluation of campus health program and make changes based on findings
8. Evaluate faculty and staff as needed on health related topics

Instruction

9. Participate in development of campus health education curriculum and provide health education to individuals and groups
10. Provide health counseling and instruction to individual students

Consultation

11. Serve as health liaison between school, physicians, and parents
12. Assess student problems and make appropriate referrals working with student, teachers, parents, and medical and health care professionals as needed
13. Participate in Admission, Review, and Dismissal Committee, crisis team, and school committees



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Consultation (continued)

14. Collaborate with other professionals regarding implementation of health-related Individual Education Plan (IEP) items
15. Participate in assessment and reporting of suspected child abuse
16. Make home visits to help with student health problems as necessary with permission of principal
17. Communicate regularly with principal and health services coordinator regarding health services issues

Administration

18. Review and evaluate immunization records
19. Supervise and train nurse aide(s) and LVN(s) in clinic procedures and responsibilities according to district policy
20. Compile, maintain and file all physical and computerized reports, records and other documents required, including clinic records and accurate, updated health records on all students
21. Requisition supplies and equipment needed to maintain clinic inventory
22. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area
23. Report potential health and safety hazards to principal
24. Comply with all district and campus routines and regulations

Professional Development

25. Maintain certification in CPR, vision and hearing screening, and health screening
26. Model behavior that is professional, ethical, and responsible



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other

27. Comply with district policies, as well as state and federal laws and regulations
28. Adhere to the district's safety policies and procedures
29. Maintain confidentiality in the conduct of district business
30. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
31. Demonstrate regular and prompt attendance
32. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Direct the work of licensed vocational nurse (LVN) and assigned health clinic(s)

EQUIPMENT USED:

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment, personal computer, and copier

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; exposure to blood-borne pathogens and communicable disease which will be controlled by using Universal Precautions

EVALUATION:

School Nurse Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Feb., 2017