



La Academia de Estrellas
Charter School
Where Students Shine!

	Job Title:	School Nurse	Reports To:	Campus Principal
	Location:	Kiest	Hours:	7:30 am-4:00 pm
	Job Classification:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	Position Type:	<input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Full Time

Job Function

This position provides direct health services to meet the needs of the school, promote health education and preventive health practices for students.

Duties

These statements describe the general purpose and responsibilities assigned to this position and are not an exhaustive list of all responsibilities and duties that may be assigned.

Nursing Services

1. Provide direct care utilizing professional assessment skills, the nursing process, and established school health protocols.
2. Implement mandatory screening programs and complete required reports. Make referrals as necessary.
3. Serve as health advocate for students.
4. Notify parents of accident or illness and secure medical care for students in emergency cases (if parents or emergency contact cannot be reached).
5. Coordinate management system to administer medications to students at school. Administer medications according to charter policy and procedures.
6. Develop and coordinate continuing evaluation of campus health program and make changes based on findings.

Instruction

1. Participate in development of campus health education curriculum and provide health education to individuals and groups.



2. Educate faculty and staff as needed on health related topics.
3. Provide health counseling and instruction to individual students.

Consultation

1. Serve as health liaison between school, physicians, parents, and community.
2. Assess student problems and make appropriate referrals working with students, teachers, parents, and medical and health care professionals as needed.
3. Participate in Admission, Review, and Dismissal Committee, crisis team, and school committees and develop individual health plans as needed.
4. Participate in documenting and reporting of suspected child abuse.
5. Make home visits to help with student health problems as necessary with permission of principal.
6. Communicate regularly with superintendent, campus principals, School Health Advisory Committee (SHAC), school counselor, teachers, parents, food services, and other staff regarding health services issues.

Administration

1. Review, evaluate and update immunization records in the online student information system.
2. Work in collaboration with clinic aide(s) regarding clinic procedures and responsibilities according to charter policy.
3. 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.
4. Requisition supplies and equipment needed to maintain clinic inventory.
5. Report potential health and safety hazards to the superintendent and campus principals.

Professionalism and Growth

1. Maintain certification in pediatric CPR/First Aid/AED, vision and hearing screening, and as a health screener.
2. Model behavior that is professional, ethical, and responsible.
3. 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.
4. Comply with all charter and campus regulations.

Equipment Used:

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

Working Conditions:

Mental Demands:

Effective verbal and written communication skills in English and Spanish.



Maintain emotional control under stress.

Physical Demands:

Exposure to biological hazards, bacteria, and communicable diseases.

Physical ability to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop and reach overhead.

Physical ability to lift periodically up to 40 pounds.

Other Duties as assigned

Skills/Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- School nursing experience preferred

Requirements

- High School Diploma or equivalent
- Completion of an accredited one-year Licensed Vocational Nurse (LVN) certification program
- Valid Texas LVN license to practice professional nursing in Texas from the State Board of Nursing
- Pediatric CPR/First Aid/AED Certification



Job Description Acknowledgement Form

This job description is intended to describe the nature and level of work performed by people assigned to this position. It is not to be construed as an exhaustive list of responsibilities and duties of the job incumbents.

Upon review of the job description and requirements:

_____ I am able to perform the essential functions of the job.

_____ I am not able to perform the essential functions of the job without accommodations. (Please list accommodations needed to perform the job functions.)

_____ I am not able to perform the essential functions of the job even with accommodations.

I have received a complete copy of the job description and understand the requirements of the job.

EMPLOYEE NAME (Please PRINT): _____

EMPLOYMENT POSITION: _____

EMPLOYEE SIGNATURE: _____

Date received: _____

SUPERVISOR NAME (Please PRINT): _____

SUPERVISOR SIGNATURE: _____

Date reviewed: _____