

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

JOB TITLE:	Nurse Elementary, Secondary, Head Start and Early Childhood campuses	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	PAY GRADE:	820
DEPT./SCHOOL:	Campus	DATE REVISED:	6/12/09

PRIMARY PURPOSE:

Responsible for planning, implementing, coordinating and evaluating school health services within the context of a coordinated school health program, which includes providing a safe and healthy environment 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
- Vision, Hearing, Spinal and Acanthosis Nigricans Certification
- BLS(CPR/AED) certification – Instructor Certification Preferred

Special Knowledge/Skills:

- Familiar with the Texas Nursing Practice Act and the National Association of School Nurse’s standards of nursing practice
- Knowledge of national, state and local student health requirements
- Strong organizational, communication, public relations and interpersonal skills
- Computer skills and willingness to learn/adapt/lead other nurses in implementation of district software
- Willingness to execute written contract with Plano ISD

Experience:

- Two years of nursing experience

MAJOR RESPONSIBILITIES AND DUTIES:

Works as a member of the school staff, within the framework of the school health program to provide for the health needs of all the students.

Provide direct health care to students who become ill or injured during the school day.

Refer students, as appropriate, to primary health care provider or community resources.

Eliminate or minimize health problems, which impair learning.

Implements a system for the identification of students with chronic/acute health care needs.

Follows action plans and physician's orders, and develops individual health plans, as needed.

Maintains parental authorization records for health care services and release of health information.

Communicates effectively with colleagues, students and parents.

Communicates information contained in the action plan with staff on a need-to-know basis.

Maintains an orderly, clean, safe and properly supplied clinic.

Develop an effective system for the acquisition, maintenance, and use of supplies and equipment for the school health facility.

Maintains health services equipment, according to policy.

Maintains emergency bag and evacuation system, per PISD guidelines.

Conduct emergency response drills, per PISD guidelines.

Participates in development of the campus emergency health and crisis plan.

Follows district guidelines in the establishment of first responder teams.

Knows and follows immunization laws for Texas, which pertain to each grade level.

Implements communicable disease control in the school, including monitoring, surveillance, assessing and excluding, as appropriate.

Assists with disease prevention and outbreak-management within the school.

Participate and follow through with local and/or federal, state, city or county health department requests for audits of records or communicable disease reports.

Conducts or coordinates screening programs of state mandated grade level and transfer students.

Provides referrals to appropriate health care provider for abnormal results on all state mandated screening.

Maintains accurate record of state mandated immunizations, Vision, Hearing, Spinal and Acanthosis Nigricans.

Assures that school health services and activities are appropriately documented, according to professional school nurse standards.

Provides comprehensive services in all components of the coordinated school health program.

Establish safe systems of medication administration with proper documentation.

Adheres to HIPPA/FERPA and confidentiality rules and regulations.

Maximizes the quality of in-class time by reducing the incidence of health related absenteeism.

Acts as an advocate and liaison between home, school and the community regarding concerns that may affect learning.

Provide classroom health instruction, serving as a resource to students, staff and families to increase the capacity to achieve the school's health education goals.

Participate in the development and implementation of health promotion activities.

Promote a positive, caring climate for learning.

Participates in staff development programs as required by local policy.

Trains and/or follows up with training to prepare three Unlicensed Diabetes Care Assistants (UDCA).

Where applicable, trains and monitors staff who provide health services, including delegated procedures, the administration of medication to students and other related mandated activities.

Follows procedure notebook for science camp preparation.

Train staff and volunteers for camp in appropriate actions pertaining to student specific health needs.

Functions independently under state and agency guidelines and policies.

Identifies the health care needs of a specific student population and availability of health services/resources.

Collaborates with community agencies to provide resources.

Provides professional health leadership to administrators and school staff.

Presents a positive role model for students who supports the mission of the school district.

Works as a member of the school staff, within the framework of the school district health program, to provide for the health needs of all students.

Maintains a positive and effective relationship with supervisors.

Knows and follows district health policies and guidelines, as related to health services.

Follows all rules regulations and policies of Plano ISD and follows directives from superiors.

Follows attendance policy as assigned by supervisor.

Follows the guidelines of the Nurse Practice Act and follows The Scope and Standards of Practice.

Develops professional skills appropriate to job assignments.

Demonstrates behavior that is professional, ethical, and responsible.

Perform other functions that may be assigned by the Administration and/or supervisor.

SUPERVISORY RESPONSIBILITIES:

Monitor clerical employee(s) and UDCA's.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent district-wide and/or statewide travel; occasional prolonged and irregular hours. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds. Biological exposure to bacteria and communicable diseases.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by _____ Date _____

Reviewed by _____ Date _____