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: 9/2012

PRIMARY PURPOSE:

Responsible for assessing, 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
AHA BLS CPR/AED certification, Instructor certification

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 disease

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