

SCHOOL NURSE

Job Description



POSITION SUMMARY

School nurses are in the unique position to provide the critical link between the educational system, students, families, communities and health care. School nurses are responsible for the day to day health of all students so they can participate in the classroom setting and learn to their maximum potential. School nurses provide assessments and interventions of illness and injuries that occur at school. They perform health screenings and appropriate referrals, administer and monitor medications, monitor immunization compliance, and provide prevention education, health education and counseling. The school nurse is also part of the school crisis team that responds to individual students and staff crises and the team that plans for school wide crises and emergencies.

DUTIES AND RESPONSIBILITIES

- Maintain accurate and up to date health records on each student including immunizations records, health history, screening results, referral and follow-up information.
- Adhere to all Texas Legal Requirements for Health and Safety such as and not limited to immunization compliance and vision, hearing and spinal screens.
- Submit and maintain annual facility compliance records on immunization and vision, hearing and spinal screens to the Department of Health & Human Services. Communicates with parents on Texas health requirements securing records on each student and updating records as necessary in the computer system.
- Dispense medication according to school policy. Document time, dosage and name of person administering medication.
- Participate as an active member of the crisis team.
- Provide faculty and other personnel, who have a need to know, with information about students with medical conditions. Assist with the management of these problems in the classroom. Maintain updated information on students with medical conditions keeping records confidential.
- File maintenance of doctor notes and return to school authorization forms.
- Update skills in CPR/AED as required.
- Inform parents/guardians when on-campus injuries occur including documented reports.
- Perform other health-related duties as assigned by the head of school.

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DUTIES AND RESPONSIBILITIES (cont.)

- Provides preventive health care by: assessing the safety needs of students, conducting mandated screening programs including Vision, Hearing and Spinal screenings, along with any follow-up. Recognizing, reporting, and using control measures for communicable diseases; and monitoring and providing follow-up on immunization compliance.
- Assist with oversight of meal programs and lunchroom monitoring.
- Assist Office Manager with administrative tasks as needed.
- Assist with Playground/Recess Monitoring as needed.
- Regular and reliable attendance is an essential job function.
- Maintain a lifestyle in consonance with sound Christian principles and the values of BCA.
- Maintain visibility in the workforce.
- Continue to pursue educational studies to maintain a professional level of performance.
- Cultivate a solutions-oriented outlook, a mentality of action rather than reaction, a balance of excellence and grace, and demeanor that is glorifying to God.

QUALIFICATIONS

- LPN (Preferred), RN (Preferred)
- Must be a Christian and agree fully with BCA's statement of faith.
- Must be active in a local church and in good standing.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling and pushing. Move small stacks of files, media equipment, desks/tables, and other classroom equipment.
- Requires excellent organizational and communication skills.
- Strong computer skills is a must. Often performs administrative tasks, such as updating students' electronic medical records.
- Flexibility and the ability to remain composed when confronted with competing demands.
- Discretion in maintaining confidentiality of records and information.
- Must be comfortable and amiable in interacting with parents.

WORK YEAR

- This position is a part-time position that works 32hrs/week:
Monday - Thursday, 8:00 AM to 3:00PM and Friday, 8:00 AM – 12:00 PM.