

**Waco Independent School District
JOB DESCRIPTION**

Job Title:	Substitute School Nurse	Wage/Hour Status:	At Will
Reports To:	Coordinator of Health Services/Principal	Pay Grade/Days:	Substitute Scale/226
Dept./School:	Administration Bldg.	Date Revised:	July 11, 2014

Primary Purpose:

Implement comprehensive program of health services for assigned campus(es). Provide health services to students. Promote health education and preventive health practices for students.

Qualifications:

Education/Certification:

Graduate of an accredited professional nursing education program
Valid vocational nurse license to practice professional nursing in Texas from the State Board of Nursing
Certified by Texas Department of State Health Services to conduct vision, hearing, and spinal screening
CPR Certification

Special Knowledge/Skills:

Possess strong assessment skills relating to student physical and emotional health
Strong organizational, communication, and interpersonal skills
Ability to implement policies and procedures

Experience:

Two years nursing experience, preferably in community health

Major Responsibilities and Duties:

1. Provide temporary and emergency care for sick and injured students or staff according to district policy and procedures.
2. Serve as a health advocate for students.
3. Notify parents of an accident or illness and secure medical care for students in emergency cases (if parents or emergency contact cannot be reached).
4. Coordinate a management system to administer medications to students at school. Administer medications according to district policy and procedures.
5. Perform screening procedures as required by Texas Department of State Health Services, Texas Educational Agency, and district policy. Make referrals as necessary.
6. Develop and coordinate continuing evaluation of the campus health program and make changes based on findings.
7. Provide health counseling and instruction to individual students.

School Nurse (LVN)

8. Serve as a health liaison between school, physicians, parents, and the community.
9. Assess student needs and make referrals as appropriate. Collaborate with students, teachers, parents, the counselor, or the principal to ensure the best outcome.
10. Participate in the Admission, Review, and Dismissal Committee, crisis team, and school committees.
11. Participate in the assessment and reporting of suspected child abuse.
12. Communicate regularly with the principal and the Coordinator of Health Services regarding any health services issues or concerns.
13. Review and maintain current immunization records.
14. Enforce procedures to ensure proper program administration according to district policy.
15. Compile, maintain, and file all reports, records, and other documents required, including clinic records and accurate, updated health records on all students.
16. Provide for the maintenance and organization of clinic supplies and equipment. Request supplies as needed to maintain clinic inventory.
17. Comply with policies, laws, and regulations established by federal and state agencies which include: Texas Department of State Health Services, Texas Nurse Practice Act, The Texas Education Code, FERPA, and Waco ISD board Policy and Regulations.
18. Report potential health and safety hazards to the principal.
19. Comply with all district and campus routines and regulations.
20. Maintain current certification in CPR, vision screening, hearing screening, and spinal screening.
21. Model behavior that is professional, ethical, and responsible.
22. Provide clinic procedural and medication administration training to campus staff that have been appointed by the principal to cover nursing duties when the nurse is away.
23. Provide basic training to campus employees regarding Bloodborne Pathogens, Food Allergies, Recognizing the Signs and Symptoms of Anaphylactic Shock, and emergency AED use.
24. Comply with the District's Medicaid Reimbursement Program by participating in the School Health and Related Service (SHARS) billing and by completing the Random Moment in Time Study (RMTS).
25. Serve on the Peer Review Committee as assigned.
26. Perform other duties as assigned.

Equipment Used:

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

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Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Exposure to bacteria and communicable diseases.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Executive Director of Human Resources at 254-755-9473 and/or Waco ISD Director of Athletics, at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Executive Director of Human Resources at 254-755-9473. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Section 504 Coordinator at 254-755-9473 or; P.O. Box 27, Waco, TX, 76703.