

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>JOB TITLE:</b>	Elementary and Secondary School Nurse	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>PAY GRADE:</b>	<b>821</b>
<b>DEPT./SCHOOL:</b>	Campus/Health Services	<b>DATE REVISED:</b>	6/13/05

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**PRIMARY PURPOSE:**

Responsible for appraising the health needs of the students by providing a safe and healthy environment for students and promoting good health practices among 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, Scoliosis, and Acanthosis Nigrans Certification  
 CPR/AED 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:**

Maintain state-mandated health records

1. Immunizations and health information, emergency cards
2. Screening: Conduct procedures, process referrals, and ensure follow-ups relative to vision and hearing deficiencies and signs of scoliosis

Elementary Nurses will be required to attend Camp Classen with the fifth grade students, as assigned, to provide nursing services.

Participate in staff development programs as required by local policy.

Develop for teachers improvement plans to ensure the best operation of school nursing.

Maintain adequate first aid supplies in individual school clinics.

Comply with and assist in upholding state, district, and school policies and administrative regulations.

Prepare reports and provide information needed by local, county, and state health officials.

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

Maintain a safe, clean, and orderly work area.

Establish safe systems of medication administration and communicable disease containment.

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

Promote a positive, caring climate for learning.

Present for students a positive role model that supports the mission of the school district.

Maintain a positive and effective relationship with supervisors.

Effectively communicate with colleagues, students, and parents.

Assess and respond to needs related to the responsibility of being a school nurse.

Provide relevant counseling and guidance to students and parents so they may assume

responsibility for maintenance of student health.

Administer first aid for serious emergencies with the appropriate follow-up.

Supervise and assist students with acute and chronic illnesses/injuries.

Take the initiative to develop professional skills appropriate to job assignments. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff and students.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

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

Work 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.

Serve as health consultant and resource person to students, parents, and school personnel.

Demonstrate the use of appropriate and effective techniques for community and parent involvement.

Demonstrate awareness of district-community needs and initiate activities to meet those identified needs.

**SUPERVISORY RESPONSIBILITIES:**

Monitor assigned health aide(s) and clerical employee(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.

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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 \_\_\_\_\_