



Flour Bluff Independent School District Job Description

JOB TITLE: Nurse R.N.

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 187

REPORTS TO: Principal

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The role of the school nurse involves implementing a program of health services for the district within the framework of the philosophy and objectives established by Board Policy and in accordance with statutes, standards of regulatory agencies, and administrative guidelines.

QUALIFICATIONS:

- Certification as per TEA rules and regulations -
- Current Nurse registration with Texas State Board of Nurse Examiners

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: PROGRAM MANAGEMENT

1. Reviews and records student immunization records for compliance to state guidelines and advises the principal of students in non-compliance.
2. Coordinates and performs screening programs in vision, hearing, scoliosis, etc.
3. Under the supervision of the Head Nurse and the Director of Special Programs, develops records and reports relative to the health services area in a professional and punctual manner.
4. Maintains a professional climate in the health room.
5. Assists in the preparation of budgets for health services.

6. Under the direction of the Head Nurse and the Director of Special Programs, purchases and dispenses first-aid materials.
7. Coordinates and supervises health room standards and procedures.
8. Responds, upon call, to emergency medical situations at various campuses.
9. Responds to emergencies in a mature and professional manner.

ROLE 2: SCHOOL CLIMATE

1. Projects a professional image relating to health care.
2. Displays cooperativeness in working and interacting within the school and community.

ROLE 3: SCHOOL IMPROVEMENT

1. Serves as a resource person to staff and parents on health instructional topics.
2. Makes recommendations to the Head Nurse for the acquisition of health-related instructional programs and materials.
3. Assists the Head Nurse and the Director of Special Programs with the development of in-service programs for health program personnel.
4. Informs the Director of Special Programs and Head Nurse on non-compliance areas.
5. Demonstrates knowledge and enforcement of district and administrative policies applicable to position.

ROLE 4: STUDENT MANAGEMENT

1. Contacts and/or counsels with parents/guardians/students relative to student medical problems, etc.
2. Complies with school health policies and procedures.

ROLE 5: PROFESSIONAL GROWTH and DEVELOPMENT

1. Maintains knowledge of current practices and trends in the school health services field.
2. Attends meetings, conferences, etc. relative to school health services.
3. Adheres to professional ethical standards in relationships to students, parents, patrons, peers, administrators, and support personnel.

ROLE 6: SCHOOL/COMMUNITY RELATIONS

1. Makes home visits as needs arise.
2. Makes referrals of students with health problems and maintains liaison among doctors and medical service or aid agencies.
3. Supports schools and related activities and attends school functions as directed.
4. Performs additional school related assignments in a professional manner.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard medical clinic equipment including automated external defibrillator (AED); special needs adaptive equipment; standard office equipment including computer and peripherals.

Posture:

Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting.

Motion:

Frequent walking, grasping/squeezing, wrist flexion/extension.

Lifting:

Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting non-ambulatory students.

Environment:

Exposure to biological hazards, bacteria, and communicable diseases

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.