



Flour Bluff Independent School District Job Description

JOB TITLE: Head School Nurse

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 187

REPORTS TO: Principal / Associate Superintendent for Federal and State Programs

DATE REVISED: 04/25

PRIMARY PURPOSE:

- The role of the Head 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:

- Professional Certification as per TEA rules and regulations
- Current degreed 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. Develops records and reports relative to the health services area in a professional and punctual manner.
3. Coordinates and performs screening programs in vision, hearing, scoliosis, etc.
4. Maintains a professional climate in the health room.
5. Assists in the preparation of budgets for health services.

6. Purchases and distributes first-aid materials for each campus.
7. Coordinates and supervises health room standards and procedures across the district.
8. Responds, upon call, to emergency medical situations at various campuses.
9. Responds to emergencies in a mature and professional manner.
10. Plans and organizes immunization clinics for students.
11. Provides for training of other campus nurses (i.e. student information system, medical procedures, maintaining certifications, etc.)

ROLE 2: SCHOOL CLIMATE

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

ROLE 3: SCHOOL IMPROVEMENT

14. Serves as a resource person to staff and parents on health instructional topics.
15. Acquires and coordinates health related instructional programs and materials among various campuses.
16. Develops in-service programs for health program personnel.
17. Informs the Associate Superintendent for Federal and State Programs on non-compliance areas and addresses needs.
18. Demonstrates knowledge and enforcement of district and administrative policies applicable to position.
19. Assists the Associate Superintendent for Federal and State Programs in providing and establishing district-wide training and procedures for nurse substitutes.

ROLE 4: STUDENT MANAGEMENT

20. Contacts and/or counsels with parents/guardians/students relative to student medical problems, etc.

ROLE 5: PROFESSIONAL GROWTH and DEVELOPMENT

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

ROLE 6: SCHOOL/COMMUNITY RELATIONS

24. Makes home visits as needs arise.
25. Makes referrals of students with health problems and maintains liaison among doctors and medical service or aid agencies.
26. Supports schools and related activities and attends school functions as directed.

27. 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.