

## School Nurse Job Description

Name: \_\_\_\_\_

School Name: St. Elizabeth Ann Seton City: Keller, TX

**Job summary:** The School Nurse fulfills the mission of the Catholic school by providing general organizational support within the framework of the school's philosophy, organization, and policies. The School Nurse is responsible for implementing the assigned school health program in a way that is best suited to the school. The School Nurse has decision making responsibilities within essential job functions, in keeping with school policies. The position is hired and evaluated by the principal.

### Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Supports the principal in the preparation of documents, reports, and correspondence
- Maintains current and accurate records according to school policy
- Serves as a health advocate for the child and assesses student health needs
- Assumes responsibility for management and planning for acute, chronic, and emergency health problems, including appropriate referral and follow-through
- Provides relevant counseling and guidance to assist children and parents in assuming responsibility for health maintenance of the student in keeping with the teachings of the Catholic church
- Assists in communicable disease control through implementation of programs for student immunizations, management of suspected and diagnosed infectious disease
- Initiates referral and follow-up on relevant health needs of the students, and make appropriate interpretation and distribution of health information
- Coordinates health screenings as required by Texas State Law and see that follow-up care for the students is provided by their parents
- Anticipates supply and equipment needs appropriate to maintaining a continuous functional health program
- Allocates appropriate job functions and assume responsibility for supervision of school staff or substitute nurses
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

### Important job functions:

- Serves as a professional representative of the principal and school
- Communicates effectively with those in the school community
- Collaborates with peers to enhance the work environment and support the school

### Minimum qualifications:

Education/Certification:

- High school diploma or equivalent
- Registered Nurse, RN, licensed to practice in the state of Texas

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- Licensed Vocational Nurse, LVN, in the state of Texas is under the clinical supervision of a School Nurse Consultant
- Obtain Certification for CPR/AED, a state vision, hearing, spinal, and Acanthosis Nigricans screener

Experience: None required

### Knowledge, abilities, and skills:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge and skills necessary in health appraisals for identifying student health problems
- Knowledge of Microsoft Office applications
- Knowledge of use of office equipment
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

### Working Conditions:

- Required to work some nights and weekends
- Required to manage high to moderate levels of emotions
- Required to work a minimum of a full school day
- Required to work in standard office and school conditions

### Mental/Physical Demands:

- Required to lift or carry office supplies, furniture, and equipment to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading

**FLSA classification:**  Exempt  Non-exempt (hourly)

**School classification:**  Full-time  Part-time  
 Temporary  Other/seasonal

### Employee Certification

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_