



Diocese of Fort Worth Position Description

Job Title | Code: SCHOOL NURSE: FULL TIME
Date Revised: May 26, 2022
Reports to: Principal
Location: Saint Andrew Catholic School
3304 Dryden Rd.
Fort Worth, TX 76109
www.fwdioc.org/employment

General Position 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.

Principal Accountabilities:

- 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 health 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, makes appropriate interpretation and manages distribution of health information
- Coordinates health screenings as required by Texas State Law and ensures that follow-up care for the students is provided by their parents
- Provides bloodborne pathogen and epi-pen diocesan mandated annual training to school personnel
- Anticipates supply and equipment needs appropriate to maintaining a continuous functional health program



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- 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

Working Conditions and/or Physical Requirements:

- 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
- 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

Travel Requirements:

- Occasional travel to diocesan training will be required.

Education and Experience Preferred:

- Registered Nurse, RN, licensed to practice in the state of Texas
- Obtain Certification for CPR/AED, a state vision, hearing, spinal, and Acanthosis Nigricans screener

Knowledge and Skills Preferred:

- 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



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- Skill in job appropriate technology
- Skill in critical thinking and planning

FLSA Designation: Exempt

<hr/> Position Description Approved By	<hr/> Date
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Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.