

## **Killeen Independent School District Job Description**

**Job Title:** Nurse  
**Reports To:** Campus Principal(s) and Coordinator for Health Services  
**FLSA Status:** Exempt

### **SUMMARY**

Advocates for students; provides information for the promotion and maintenance of health; and assists as a liaison among the school, home, community agencies, and other health personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Maintains an efficient clinic in each assigned school.

Manages the school clinic budget set by the district and assists in purchasing equipment and supplies for the assigned clinic.

Handles records, reports, and material promptly, accurately, and confidentially.

Maintains immunization records and health records on pupils.

Conducts screening of students as required by law and refers students for additional assessment if needed.

Implements procedures for the control of communicable disease within the school, following local health department regulations and district policies.

Advises principals regarding policies for excluding and re-admitting pupils for medical reasons.

Informs administrators and other school personnel, as necessary, about health problems of students.

Assists and/or reports incidents of child abuse per KISD and state guidelines.

Exercises professional nursing judgment and follows KISD policies and guidelines regarding the disposition of pupils who become ill or who are injured at school.

Detects health problems through observation, assessment, and interviews.

Communicates with teachers and administrators, regarding special care for students.

Trains unlicensed staff to perform procedures required for students and maintains a record of training.

Assists with formulating school health policies.

Participates in professional learning programs.

Plans with and assists teachers, upon request, in the instruction of health classes.

Assists students to accept and adjust positively to their physical, mental, and social limitations; helps parents and school personnel to understand and accept children with these limitations.

Uses health services as a means of direct and indirect teaching.

Consults and communicates effectively with parents regarding the health of their children.

Serves as a health advocate to pupils, and parents.

Provides emergency care to school personnel and students.

Assists families to obtain and accept available medical, emergency, dental, hospital, rehabilitative, welfare, or other care as needed.

Represents school health in professional organizations and in community groups.

Supports the district coordinated school health program goals, as appropriate.

Interprets school health programs, facilities, and policies to parents and community.

Promotes and fosters intercommunication with physicians, dentists, service clubs, community agencies, and other school nurses to plan for the well-being of pupils.

Works with service clubs, churches, and community agencies on such projects as clothing drives, Santa Pal program, eyeglasses for needy students and summer camps, if necessary.

Participates in summer programs such as the enrollment center and summer school, if necessary.

Acts as a mentor to nursing students approved by the district.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises clinic aide at assigned campus. Carries out supervision responsibilities in accordance with the district's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in nursing or health related field, preferred. Associates degree in nursing, required; and one year of registered nurse experience or three years of licensed vocational nurse/licensed practical nurse, required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current Texas Board of Nurse Examiners License for Registered Nurse, current CPR/BLS certification from Red Cross, American Heart Association or a hospital, and Red Cross First Aid certification.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret prescriptions dosages and vital signs. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from groups of employees, students, and parents.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to perform correct dosage calculations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to read and interpret temperature, interpret vital signs, and physical assessment findings.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds); occasional heavy lifting (45 pounds and more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting non-ambulatory students. Specific vision abilities required by this job include close vision, distance vision, and color vision. The employee must have the ability to maintain emotional control under stress; make professional health related decisions and judgments quickly.

**WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet/moderate. Occasional district-wide travel; biological exposure to blood borne pathogens and other communicable diseases; occasional prolonged and/or irregular hours.

**Revised Date:** October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.