Killeen Independent School District
Job Description

Job Title: Nurse Lead
Reports To: Coordinator for Health Services
FLSA Status: Exempt

SUMMARY
To develop, implement, coordinate, and supervise the district's health services programs, and to ensure the programs support the philosophy and objectives established by Board policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Supervises and orientates nurses and clinic aides at Summer Enrollment Center.

Serves as Health Services Administrator on site for Summer Enrollment Center.

Supervises and orientate nurses and clinic aides at Summer School.

Abides by District Enrollment Center-Immunization compliance (KISD Policy FFAB Legal), obtains required information & physician permits (KISD Policy FFAC Legal and FFAF Legal).


Provides accountability for nurses to ensure that all campuses have adequate clinic coverage Texas Occupations Code §301.403, §301.452 & Chapter 303.

Assists nurses with mandatory screening schedules for vision, hearing, spinal (KISD Policy FFAA Legal).

Serves as clinic relocation site nurse during crisis or campus evacuation (KISD Crisis Management Plan).

Provides orientation for new nurses & clinic aides.

Teaches vision, hearing & spinal screening certification classes per DSHS regulations.

Tracks absences for nurses to ensure coverage for clinic with trained personnel.

Assists with policy/procedure formulation relating to medical issues.

Ensures compliance with Nurse Practice Act Rules & Regulations TAC Title 22 Part 11 §225 concerning delegation requirements, clinic procedures, and documentation.

Assists with immunization clinics as assigned by the Coordinator for Health Services.

Attends ARD meetings for students as assigned by the Coordinator for Health Services.

Performs other duties as assigned.
SUPERVISORY RESPONSIBILITIES
Assists principal in supervising and evaluating campus registered nurses. Carries out supervisory duties in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Responsibilities may include interviewing prospective nurses.

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. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's degree, required; master's degree, preferred; three years experience in school nursing.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

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.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES
Ability to utilize computers, telephones, facsimile machines, copiers and health related equipment such as vision, hearing and oxygen equipment. Knowledgeable of school nursing health issues, requirements, and standards and of community resources. Skilled in emergency first aid.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Texas Registered Nurse license.

PHYSICAL DEMANDS  The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and carry (less than 15 pounds); may require regular 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**  The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent district-wide travel; biological exposure to blood borne pathogens and other communicable diseases; occasional prolonged and/or irregular hours.

**Revised Date:**  September 15, 2015

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.