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

**SUMMARY**  
Develops, implements, coordinates, and supervises the district's health services programs, and programs that support the philosophy and objectives established by Board policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Serves as Health Services Administrator for Summer Enrollment.

Supervises and orientates nurses and clinic aides at Summer School.

Abides by Immunization compliance, obtains required information and physician permits.

Abides by AED compliance and teaches CPR and AED training to meet compliance.

Provides accountability for nurses to ensure that all campuses have adequate clinic coverage per Texas Occupations.

Assists nurses with mandatory screening schedules for vision, hearing, and spinal.

Serves as clinic relocation site nurse during crisis or campus evacuation.

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 concerning delegation requirements, clinic procedures, and documentation.

Assists with immunization clinics.

Attends ARD meetings for students as needed.

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.

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

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Texas Registered Nurse license.

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.

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. Frequent 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.