

Job Description – Licensed Vocational Nurse

Primary Function: Under the direction of the Principal, implements comprehensive program of health services for campus. Provides health services to students. Promotes health education and preventive health practices for students.

Responsibilities/Duties:

Nursing Services

- Provides temporary and emergency care for sick and injured students or staff according to district policy and procedures
- Serves as health advocate for students
- Notifies parents of accidents or illness and secures medical care for students in emergency cases (if parents or emergency contact cannot be reached)
- Coordinates management system to administer medications to students at school; administers medications according to district policy and procedures
- Performs screening procedures as required by Texas Department of Health, Texas Education Agency and local district policy; makes referrals as necessary
- Develops and coordinates continuing evaluation of campus health program and makes changes based on findings
- Provides standards of care in adherence to “Texas Standards of Professional Nursing Practice” as set forth by the State Board of Nursing Examiners

Instruction

- Participates in development of campus health education curriculum and provides health education to individuals and groups
- Provides health counseling and instruction to individual students

Consultation

- Serves as health liaison between school, physicians, parents and community
- Assesses student problems and makes appropriate referrals working with students, teachers, parents and medical and health care professionals as needed
- Participates in Admission, Review and Dismissal Committee, crisis team and school committees
- Participates in assessment and reporting of suspected child abuse
- Makes home visits to help with student health problems as necessary with permission of principal
- Communicates regularly with principal and health services coordinator regarding health services issues

Administration

- Reviews and evaluates immunization records

- Enforces procedures to ensure proper program administration according to district policy
- Compiles, maintains and files all reports, records and other documents required, including clinic records and accurate, updated health records on all students
- Requisitions supplies and equipment needed to maintain clinic inventory
- Complies with policies established by federal and state laws, Texas Department of Health rules, State Board of Education rules and local board policy in health services area
- Reports potential health and safety hazards to principal
- Complies with all district and campus routines and regulations

Professional Growth and Development

- Maintains certification in CPR, vision and hearing screening, and as a health screener

Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Health appraisal to identify student health defects
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Implement policies and procedures
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Plan and organize work

Education/Licenses/Experience: Graduate of an accredited professional nursing education program. Valid vocational nurse license from the Texas Board of Nursing or from a state participating in the Nursing Licensure Compact (NLC). Certified by Texas Department of State Health Services to conduct vision and hearing screenings. Current BLS certification to include AED and CPR. Experience to include school nursing, community health, and/or pediatrics preferred.

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control

under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Equipment used: Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment, personal computer and copier

Calendar and Salary Range: 187 work days. See current salary for Professional Compensation Plan.

Revised: 12/4/2023

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

Employee Signature

Date