



Providence Christian School of Texas

| | |
|-----------------------|---------------------------------------|
| Position Title | School Nurse |
| Date Modified: | July 13, 2022 |
| Reports To | Division Heads |
| Work Hours | 7:30 a.m. – 3:30 p.m. (2-5 days/week) |
| Work Calendar | School year – part-time or full-time |

Position Summary:

A student's health is directly related to their ability to learn. The school nurse supports student success by providing health care through assessment, evaluation, intervention, screenings, promoting health and safety, monitoring chronic medical conditions, and coordinating resources and referrals. The school nurse serves as a liaison between school personnel, family community, and healthcare providers to advocate for health care and a healthy school environment. School nurses are expected to intervene with actual and potential health problems, actively collaborate with others on behalf of the student, and address the needs of the whole child-physical, mental, emotional, and social health.

Qualifications:

- Registered Nurse with 4-year degree in nursing (BSN)
- Current licensed nurse in the state of Texas
- Current CPR, Hearing, and Vision Screening certified
- Strong computer skills
- Highly organized
- Detail oriented
- Conscientious
- Warm, kind demeanor
- Strong written and oral communication skills
- Ability to prioritize and multitask

Essential Functions:

- Provides direct health care to students and staff
- Communicates regularly with the Head of Lower School and the Head of Middle School regarding students and faculty
- Facilitates the educational process by reducing health-related barriers to student learning
- Promotes a healthy school environment by encouraging wellness through prevention and education
- Provides emergency care due to injury or acute illness,
- Coordinates care and emergency action plans related for chronic illnesses, serious medical conditions, and emergency medications

- Administers, maintains, and monitors prescribed and over the counter medications to students
- Responds to current parent inquiries within 24 hours
- Works closely with parents of children with chronic diseases.
- Provides screening and referral for vision, hearing, and scoliosis
- Creates and maintains documentation of all treatment and medical services activity
- Compiles data and reports to local and state agencies as required by the state of Texas,
- Maintains immunization and medical records,
- Completes accident reports for students/staff and assists the HR Director with Worker's Comp claims
- Provides Registrar with health documents for transferred or graduating students
- Reports communicable diseases
- Conducts inventory, shops, and stocks medical supplies for clinic, first aid kits, field trip kits, and sports programs.
- Serves as a liaison between school personnel, family, community, and health care providers
- Attends meetings, seminars, and conferences to stay abreast of current medical community developments and challenges.
- Prepares communications to school community regarding health issues/concerns, i.e.: lice, flu, and so forth.
- Provides leadership for provision of health services
- Assists with development of emergency response plan
- Partners with other school personnel to facilitate safety in student activities
- Trains school personnel in emergency health services
- Informs classroom teachers of student health issues.
- Serves as a member of the coordinated school health team that promotes the health and well-being of school members through collaborative efforts,