



Prestonwood Christian Academy

Job Description

Position: **School Nurse**
Classification: **Salaried, Full Time, Exempt**

Reports to: **NC Principal**

Mission: To assist Christian parents by helping equip students to embrace Biblical truths, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and communities for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

Duties and Responsibilities:

- Contribute to school system's effectiveness by developing, implementing, and evaluating school's health plan and the plan of care for individual students
- Maintains certification in CPR, and vision, hearing, and spinal screening
- Maintain safe and clean working environment
- Maintain professional and technical knowledge by attending workshops; reviewing professional publications; establishing personal networks; participating in professional organizations. Obtains CEU's as required by licensure requirements
- Maintain confidentiality of health records of each student
- Adhere to all health and OSHA regulations pertaining to the distribution of all prescription and non-prescription medicine and communicate any health concerns to parent(s) and/or school personnel. Administers medications according to established policies/procedures
- Serve as a resource for health curriculum/health instruction and provides on-going health counseling
- Educates faculty and staff as needed on health related topics
- Plans and implements school health management protocols for children with special health needs, communicates that plan to faculty and staff
- Provides for crisis intervention for acute illness, injury, and emotional disturbances. Notifies parents of accident or illness and secures medical care for students in emergency cases (if parents or emergency contact cannot be reached)
- Assists in the control of communicable diseases through early detection, surveillance, and reporting with follow-up of communicable diseases
- Reviews and evaluates immunization records for compliance with local, state, and national requirements
- Initiates referrals to parents, school personnel, and community health resources
- Acts as a resource in promoting health careers and provides leadership and/or support for staff wellness programs
- Serves as a liaison between the school and the health community
- Establishes and implements effective procedures for mandatory screening programs. Screen for health factors impacting education including: vision, hearing, scoliosis, acanthosis nigricans etc.
- Provides direct care utilizing professional assessment skills, the nursing process, and establish health protocols
- Serves as a health advocate for students
- Compiles and maintains computerized reports, records, and documents required including clinic records and accurate, updated health records on students

- Orders equipment and supplies needed to maintain clinic inventory

Qualifications:

- Graduate of an accredited professional nursing program
- Current valid RN license from the Texas Board of Nurse Examiners to practice professional nursing in the state of Texas
- AHA BLS CPR/AED certification
- Three years of experience working as an RN

Preferred:

- BSN or equivalent
- Experience in pediatric nursing/adolescent care or school health

Special Knowledge/Skills:

- Physical, mental, social, and emotional nursing assessment skills
- Nursing skills and knowledge specific to pediatric nursing
- Ability to develop specific case management plans for acute and chronic medical conditions
- Work autonomously in school clinic setting
- Strong organizational, communication, and interpersonal skills
- Ability to maintain computerized records

Physical, Mental, and Work Environment Conditions:

Regularly sit, talk, or hear; frequently required to use hands to finger, handle, or feel; frequent repetitive hand motions; prolonged use of computer; occasionally lift and/or move up to 10-40 lbs. Required to stand, walk, reach with arms and hands; vision abilities include close vision and color vision. Regularly works with frequent interruptions, maintains emotional control under stress. The noise level is usually moderate. The employee may spend long hours in intense concentration which requires attention to detail and high levels of accuracy. There are a number of deadlines associated with this position, which may cause significant stress. The employee must deal with a wide variety of people on various issues. Predictable and regular attendance is expected. Frequency of standing 40%, walking 40%, data entry 40%, talking 55%, listening 40%.