San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Registered Nurse
Exemption Status: Exempt
Reports to: Coordinator of Health Services/Principal
Pay Grade: Teacher Salary
Works with: Students/Staff/Parents
Days: 187
Dept./School: Assigned Campus
Date Revised: 9/12/2019

Primary Purpose:

Implement district health services program to best meet the needs of the student population on the assigned campus. Provide health services to students. Promote health and safety education for students and preventive health practices for students.

Prerequisites:

- Graduate of an accredited professional nursing education program;
- Valid Registered Nurse as per Texas Board of Nurse Examiners; and
- Current automatic external defibrillator (AED) and cardio pulmonary resuscitation (CPR) certificates.

Special Knowledge/Skills:

- Must demonstrate knowledge of the Public Information Act
- Effective oral, written and interpersonal communication skills in both English and Spanish
- Knowledge of health appraisal to identify student health defects
- Ability to write routine reports and correspondence

Major Responsibilities and Duties:

1. Provide direct care using professional assessment skills, the nursing process, individualized healthcare plans (IHPs), and established school health protocols. Provide health counseling and instruction to individual students.

2. Assess student problems, communicate with parents regarding individual students, and ensure appropriate referrals follow up as needed.

3. Notify parents of accident or illness. Secure emergency medical care for students as needed.

4. Serve as health advocate for students.

5. Ensure that medications are administered to students according to district policy and procedures.

6. Establish and implement effective procedures for carrying out mandatory screening programs.

7. May make home visits to help with student health problems as necessary.

8. Compile, maintain, and file all reports, records and accurate and confidential student health records such as

Immunization records, medication administration records, individual student treatment records, and IHPs.

9. Requisition supplies and equipment needed to maintain clinic inventory.

10. Report potential health and safety hazards to principal.

11. Maintain professional nursing skills and knowledge as required by the Texas Nurse Practice Act and the Texas Board of Nursing including certification for mandated screenings and Basic Life Support for Healthcare providers.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard medical clinic equipment including automated external defibrillator

Posture: Frequent standing, sitting, kneeling, squatting, occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, grasping/ squeezing wrist flexion/ extension

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____