



## **JOB DESCRIPTION FOR SCHOOL NURSE 2022-23**

**CLASSIFICATION:** Exempt

**REPORTS TO:** Chief Operating Officer

**DATE:** February 18, 2022

---

### **Purpose**

This position is directly responsible for a coordinated school health program, which includes providing emergency and preventative health services in support of a safe and healthy environment for students and staff.

### **Summary**

The School Nurse serves to promote, support and maintain the health, wellness and safety of students and faculty/staff by providing emergency medical and preventive health services, identifying problems and disabilities, and providing services including referring and care in order to help prevent serious health problems. This is accomplished by assessing the health needs of students; developing emergency care plans and individual health plans; complying with the laws relating to student health; providing appropriate care for ill, medically fragile and/or injured students; providing health information and serving as a resource to parents, teachers, staff, and administrators; and identifying health problems for referral for proper treatment.

### **Supervision Received and Exercised**

The employee works under limited supervision following standardized nursing practices and/or methods to achieve the day-to-day purposes of the School health program. The School Nurse receives direction from the Chief Operating Officer, and may receive input from physicians, in the administration of the overall program.

### **Work Schedule**

This is a full-time, academic year position (10 month) of 40 hours per week. In general, the workday is 7:30 a.m. to 4:00 p.m., five days a week. However, as an exempt employee, the employee is expected to work beyond the workday to perform duties outlined in the job description and as assigned. There is a mandatory administrative staff meeting once a week.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions	Percentage of Time Spent
<p><b>Spiritual Leadership</b></p> <ul style="list-style-type: none"> <li>• Study the Bible, God’s only written Word</li> <li>• Skillfully articulate the personal/ethical implications of a lifelong faith commitment</li> <li>• Measure knowledge against the standard of God’s revealed truth in Scripture</li> <li>• Actively participate in the explicitly religious components of the student and community programs</li> <li>• Demonstrate an overt commitment to the life of a church and its core traditions</li> <li>• Respect the School’s Christian mission and values, and aid students in Christian formation by exemplifying Christian living, both in and out of the office</li> <li>• Be a positive role model for students by supporting the School’s Statement of Faith and exemplifying the Portrait of a Geneva Teacher</li> <li>• Perform duties as a minister and steward of the Christian faith</li> </ul>	<p>These job functions are performed concurrently with those listed below.</p>
<p><b>Nursing Services</b></p> <ul style="list-style-type: none"> <li>• Provide first aid emergency care, medication and specialized medical treatments for sick, medically fragile and/or injured students, faculty and staff members</li> <li>• Develop and implement individual student health care and emergency care plans for students with special care needs in conjunction with parents and/or physicians</li> <li>• Provides care to students with chronic illnesses and extremely high-risk students, e.g., allergies, asthma, diabetes, seizures, medically fragile, etc., for the purpose of assisting the child in achieving successful learning</li> <li>• Assess situations involving students’ safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment, and complying with legal requirements</li> <li>• Promote maximum student attendance through early detection and treatment of communicable diseases</li> <li>• Responds to emergency medical situations, e.g., severe falls, seizures, loss of consciousness, medication reactions, bleeding, etc., for the purpose of ensuring appropriate immediate medical attention and related follow-up action</li> </ul>	<p>80%</p>
<p><b>Instruction</b></p> <ul style="list-style-type: none"> <li>• Promote wellness through instruction on a variety of health related subjects to students, parents and School staff</li> <li>• Counsel students and families on health conditions and lifestyle issues to facilitate a healthier student population</li> <li>• Plan and promote CPR and AED classes for faculty, staff and coaches</li> </ul>	<p>5%</p>

Essential Job Functions	Percentage of Time Spent
<p><b>Consultation</b></p> <ul style="list-style-type: none"> <li>• Serve as the health liaison between School, physicians, parents, and the community.</li> <li>• Working with other School staff, assess student problems and make recommendations for medical and health care as needed</li> <li>• Participate in assessment and reporting of suspected child abuse</li> <li>• Communicate regularly with the Head of School regarding health services issues</li> </ul>	5%
<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Comply with the Texas Department of Health regulations including immunization requirements</li> <li>• Maintain complete and accurate records for all treatments, immunization records, and health care plans</li> <li>• Secure all medical records and health information in compliance with State and Federal laws</li> <li>• Maintain a secure system for administration and management of all medications and first aid supplies</li> <li>• Organize and manage vision, hearing and scoliosis/kyphosis annual screening</li> <li>• Investigate reports of student injuries and complete the student injury reports for liability purposes</li> <li>• Report health and safety issues to the Head of School and appropriate State agencies</li> <li>• Maintain regular contact with the local health department</li> </ul>	10%
<p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>• Demonstrate commitment and loyalty to the School and the teaching profession through speech, punctuality, dress, attitude, and attention to duties</li> <li>• Present a consistent and reliable demeanor to students, parents and colleagues</li> <li>• Collaborate with staff, co-workers, and administration in a cooperative, professional atmosphere</li> <li>• Accept constructive feedback to affect personal and professional growth</li> <li>• Develop and maintain professional competence and continuous improvement through active participation in professional development activities and/or professional organizations</li> <li>• Attend and participate in faculty meetings and staff development activities, as required</li> <li>• Comply with the policies in the Geneva School Employee Handbook</li> <li>• Perform other duties as assigned</li> </ul>	These job functions are performed concurrently with those listed above

**Minimum Requirements**

- A disciple of Jesus Christ and as such, one who models a love for God through obedience to His Word. Such obedience is evidenced through convictions, lifestyle and worldview.
- Full and unreserved support of the School's Statement of Faith
- Bachelor's degree in nursing from an accredited professional nursing program
- Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners
- Two (2) years of nursing experience
- Responsible, dependable and compassionate
- Calm, clear and effective communicator with students and parents, both orally and in writing
- Compliant with all Federal and State laws and statutes regulating student and employee health information and records

**Required Abilities**

- Exhibit consistent Christian maturity
- Develop, implement, execute and communicate responses to health needs as they arise and change
- Make decisions in emergency situations
- Exercise wisdom, diplomacy and integrity while maintaining a high level of professionalism
- Demonstrate commitment to the well-being of others
- Take independent action where required and handle unique problems
- Multi-task with the ability to adapt quickly to changing situations
- Meet pre-set deadlines with high degree of accuracy
- Establish and maintain effective working relationships
- Understand, interpret and apply Geneva School policies, procedures, and regulations affecting School operations and programs

**Required Competencies**

- Safety practices and procedures
- First aid, AED use, handling hazardous materials/waste and operating equipment used in a clinical setting
- Pediatric and family nursing practices
- Child developmental stages
- Community health concepts
- State and Federal health regulations and standards
- Working knowledge of MS Excel, Word and Outlook
- Type at a speed necessary for successful job performance

**Preferred Experience and Abilities**

- Work experience in a school or in community health
- Work experience in a non-profit organization or independent school

**Work Environment**

- Office on open school campus

**Physical Requirements**

- Regular walking with ability to observe students in the classroom, on the fields, and other campus locations
- Significant fine finger dexterity
- Vision: close visual acuity
- Hearing: ability to perceive sounds at normal speaking levels with or without correction

- Talking: expressing ideas by means of the spoken word to convey instructions to employees; public speaking and presentations to groups of 100 or more
- Occasional lifting of up to 200 pounds
- Physical stamina for frequent carrying, pushing, pulling, stooping, kneeling, crouching, and/or crawling
- Biological exposure to bacteria and communicable disease
- Ability to access other school classrooms and offices on campus
- Maintain emotional control under stress

*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.*