

JOB DESCRIPTION

Job Title Nurse Educator
Reports to Director Health Services
Dept/School Health Services

Job Title Code 156201
Wage/Hour Status Exempt
Pay Grade TBA
Date Revised April 19, 2023

Primary Purpose

A member of the educational team who will promote mental and physical health of students in order to reach their maximum educational potential. Coordinate the delivery of training for school health related services for Special Education. Assist campus-based nurses and educational staff in the provision of health care to Special Education students, including teaching nurses and other staff in the delivery of direct healthcare, developing educational materials, conducting training, coordinating, and collaborating with the 504 and ARD committee. Assisting in the development of health and nursing care plans and serving as a liaison between Special Education and Health Services.

Education/Certification

- Bachelor's Degree in Nursing
- Valid Texas Registered Nurse License
- Valid certification in Basic Life Support (BLS)
- Upon employment, seek and maintain valid certification as Instructor/Trainer of Cardiopulmonary Resuscitation (CPR) and Instructor/Trainer in audiometric, vision, scoliosis and Acanthosis Nigricans screening from the Texas Department of State Health Services

Special Knowledge/Skills

- Knowledge of Service Delivery Compliance
- Strong organization, communication and interpersonal skills
- Ability to communicate effectively both written and verbal
- Application of the nursing process in the delivery of comprehensive nursing care that promotes each student's optimal level of wellness and educational performance

Experience

- Three (3) years nursing experience

Major Responsibilities and Duties

1. Practice within the defined limits of the Texas Nurse Practice Act, the American Nurses Association Standards of Clinical Nursing practice, and the "Scope and Standards Practice-School Nursing", National Association of School Nurses.
2. Comply with Texas Department of State Health Services regulations, EPISD policy and EPISD Health Services Department policies, procedures and protocols.
3. Serve as a Special Education Health liaison between Special Populations, Health Services Department and campus staff.
4. Serve as a support resource for the campus-based nurse and Special Education staff on health related issues on the IEP.
5. Train new and substitute nurses, Special Education personnel and other staff, processes for related nursing procedures necessary to provide health related services as outlined in IEPs.
6. Confer with nurses, students, parents, healthcare providers, faculty and staff regarding health related service plans of care. Assist campus nurses with formulation of nursing assessments for development of Care Plans for students with disabilities.
7. Adhere to HIPAA/FERPA and confidentiality rules and regulations.
8. Keep apprised of the latest health trends in school health, ex: state/local conferences, staff development, and CNEs.

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9. Utilize Telemedicine within their scope of practice and abides by EPISD, Health Services protocols and procedures and Texas State Law.
10. Demonstrate regular and prompt attendance.
11. Adhere to the Districts safety policies and procedures.
12. Provision of optimal customer service to all students, parents, faculty, staff, visitors, and community members on EPISD campuses.
13. Serve as a health-related support resource to the schools for parent education, faculty and staff education and training, or direct student education as appropriate according to the IEP.
14. Maintain open communication with the Director of Health Services and the Associate Superintendent for Special Education and Special Services.
15. Develop and maintain health care plans and interpret the health status of students to appropriate school personnel.
16. Perform on-site compliance audits to ensure that policy and procedures are adhered to consistently regarding healthcare delivery and proper documentation.
17. Provide an ongoing review of health-related Special Education resource materials, making current materials available to the campus-based nurse and Special Education staff.
18. Provide coordination of and deliver CPR/AED instruction, vision, hearing, scoliosis and Acanthosis Nigricans certification and recertification to all EPISD staff as appropriate.
19. Provide nursing services, and support to the Homebound program to include assistance with medical orders, medical interpretation, and serving as a liaison between Homebound, campus and medical providers.
20. Provide information and support to students and families with acute, chronic illnesses and/or disabilities.
21. Maintain, evaluate, and interpret cumulative health data to accommodate the individual students needs.
22. Responsible for accurately maintaining, updating, entering, scanning and uploading health care information, records, and data into the EPISD electronic medical record.
23. Identify and qualify students for Title 1 vision vouchers, and work collaboratively with the Special Education Department to provide hearing referrals.
24. Provide health counseling and teaching on an individual basis.
25. Coordinate and deliver initial certification and periodic recertification training in CPR/AED, First Aid, vision, hearing, scoliosis and Acanthosis Nigricans screening.
26. Member of the Nurse Leadership Team.
27. Perform other duties assigned by the Director of Health Services.

Supervisory Responsibilities

None

Equipment Used

Thermometer, blood pressure cuff, audiometer, scoliometer, otoscope, glucometer, stethoscope, vision screening equipment, automatic external defibrillator, suctioning apparatus, enteral feeding equipment, ostomy equipment, catheterization equipment, demonstration mannequins, basic clinic equipment, personal computer.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress, frequent interruptions, occasional district travel. Exposure to communicable diseases, bacterial and viral. Moderate lifting and carrying. Frequent standing, walking, bending, kneeling, pulling, pushing, and reaching. Occasional stair climbing. Must be able to lift up to 40 pounds. occasional prolonged and irregular hours.

Terms of Employment

194 days; salary to be established by the Board of Trustees



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The foregoing statements describe the general purpose 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.

Approved: _____
Job Title: _____
Date: _____

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My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.