

9. Prepare an annual budget for Health Services Department and other departments identified based on health needs and priorities of the district.
10. Coordinate with External Funding Director to initiate proposals for funding grants that enhance the development of health services systems.
11. Practice within the defined limits of the Texas Nurse Practice Act, the American Nurses Association Standards of Clinical Nursing Practice, and the Standards of Clinical Nursing Practice of the National Association of School Nurses.
12. Comply with Texas Department of State Health Services regulations, District policies and the El Paso Independent School District Health Services Guide.
13. Display initiative, motivation, and aptitude for administering health services.
14. Keep abreast of new medical and nursing developments in health-related fields that will enhance the effectiveness of health services.
15. Perform other duties as assigned by supervisor.

Personnel Management

16. Assist Human Resources Department and Division administration in recruiting and interviewing new employees for health services positions.
17. Assess professional credentials and expertise prior to recommending to Division Associate Superintendents and principals for placement.
18. Assist school principals in the annual evaluation of school nurses.
19. Evaluate personnel directly assigned to Health Services Department.
20. Assist by planning and conducting orientation programs for new nurse, other Health Services personnel, and substitute nurses.
21. Plan, coordinate, and conduct continuing health education programs for nurses and Health Services volunteers.
22. Implement Texas Department of State Health Services laws, regulations, and procedures, ensuring that school health nurses operate in compliance with these directions.
23. Conduct meetings with school-based nurses, meetings with Title I nurses, and grade level meetings.

Communication and Community Relations

24. Act as a liaison between the schools and community health care providers through the development of professional public relations.
25. Cooperate with the El Paso Department of Public Health and Texas Department of State Health Services by maintaining compliance with communicable diseases and immunization regulations.
26. Coordinate activities of the health program with those in the community, working with health departments, Texas Education Agency, and the Center for Disease Control and Prevention.
27. Coordinate activities of the health program with civic and professional organizations, parents, physicians, dentists, private and voluntary agencies, and school and community health councils.
28. Develop and maintain positive working environment in Health Services.
29. Develop and maintain an active public relations posture with employees, and the community.

Student Management

30. Collaborate with campus principals regarding the identification and needed intervention of student and employee health problems.
31. Serve as a professional consultant to school health nurses and administration where a student's specific health need requires case management approach.

Supervisory Responsibilities

School Nurses, HSD Coordinator, Itinerant Nursing Staff Title 1 Nurses, Licensed Vocational Nurses, Secretary and Office Clerk

Equipment Used

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

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, frequent interruptions. Occasional district travel. Exposure to communicable diseases, bacterial and viral. Moderate (< 44 lbs.) lifting and carrying. Frequent standing, walking, bending, kneeling, pulling, pushing, and reaching. Occasional stair climbing. Must be able to lift up to 40 pounds.

Terms of Employment

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

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: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me 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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.