

Teague I.S.D.

Job Title: Nurse Aide (Extender)
Reports to: School Nurse/Campus Principal
Dept/School: Campus(es) Assigned
Wage/Hour Status: Nonexempt
Pay Schedule: TISD Nurse Aide (Extender)

Primary Purpose:

Assist the school nurse by assuming routine record keeping activities, providing minor first aide care, and conducting health screening at campus level. Work under the immediate guidance and direction of the school nurse. The Nurse Aide (Extender) is not a school nurse.

Preferred Minimum Qualifications:

Education/Certification:

High School diploma or GED

Valid Texas licenses issued by the Board of Vocational Nurse Examiners

Special Knowledge/Skills:

Knowledge of basic first aid and cardio pulmonary resuscitation (CPR)

Strong organizational, communication and interpersonal skills

Proficient keyboarding and file maintenance skills

Ability to use personal computer and software to develop databases and do word processing

Ability to communicate effectively (verbal and written)

Preferred Experience:

One year in health-related position, including contact with school-age children

Major Responsibilities and Duties:

Health Services:

1. Carry out first aid and emergency procedures for ill and injured students as directed by the school nurse
2. May administer medication to students according to board policy and district procedures; maintain accurate log of medications dispensed as directed by the school nurse.

3. Assist with screening activities including (but not limited to) measuring height and weight, testing vision and hearing and examining spinal cord and scalp as directed by the school nurse.
4. Escort students to and from health room and assist students with disabilities as necessary
5. Use Universal Precautions when cleaning all body spills and providing wound care
6. Keep nurse's office and other work areas functional, clean and sanitary

Clerical:

1. Record information on student health records
2. Compile, maintain and file all physical and computerized reports, records and other documents required including (but not limited to) accurate, updated student health records
3. Prepare correspondence, reports and records using personal computer and/or typewriter
4. Maintain a daily log of health office activities, including (but not limited to) reportable accidents, communicable diseased data and referrals for health services
5. Maintain clinic supply inventory and requests supplies as needed
6. Prepare and arrange health related bulletin boards, displays, models, etc.

Compliance:

1. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule and TISD policies
2. Comply with all district and campus routines and regulations
3. Maintain confidentiality

Equipment Used (but not limited to):

Personal computer, copier, thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan and other equipment as required.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Must maintain emotional control under stress. Exposure to biological hazards, Bacteria and communicable diseases

The foregoing statements describe the general purpose and responsibilities generally 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.