



Job Title: Nurse Aide (Extender)* **Wage/Hour Status:** Non-Exempt
Reports To: Health Services Coordinator **Pay Grade:**
/Campus Principal
Dept. /School: Assigned Campus **Date Revised:** 09/23/2011

Primary Purpose:

Assist school nurse by assuming routine recordkeeping activities, providing minor first aid care, and conducting health screenings at campus level. Work under the immediate guidance and direction of a licensed registered nurse.

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)

Experience:

One year experience 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 school nurse.
2. Administer medication to students according to board policy and district procedures; maintain accurate log of medications dispensed.
3. Assist with screening activities including measuring height and weight, testing vision and hearing, and examining spinal cord and scalp.
4. Escort students to and from health room and assist students with disabilities as necessary.

Safety:

5. Use Universal Precautions Procedures when cleaning all body spills and providing wound care.
6. Keep nurse's office clean and sanitary.

Clerical:

7. Record information on student health records.
8. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate, updated health records on all students.
9. Prepare correspondence, reports, and records using personal computer or typewriter.
10. Make appointments for and maintain schedule of the school nurse.
11. Maintain a daily log of health office activities, including reportable accidents, communicable disease data, and referrals to school nurse.
12. Maintain clinic supply inventory and request supplies as needed.
13. Prepare and arrange bulletin boards, displays, models, etc.

Compliance:

14. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area.
15. Comply with all district and campus routines and regulations.
16. Maintain confidentiality.
17. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment, personal computer, and copier.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Exposure to biological hazards, bacteria, and communicable diseases.

**Adapted from School Nursing in Texas: Guidelines to Professional Practices published by the Texas Association of School Nurses, 1995.*

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.