

**Albany Independent School District  
Job Vacancy**

**Region:** 14

**District:** Albany ISD

**Position:** Nurse

**Assignment Level:** PK-12

**Job Title:** District School Nurse

**Job Description:** see attached document

**Date Posted:** 11/30/21

**Deadline:** Until Filled

**Description/Notes:**

Implement comprehensive program of health services for campus. Provide health services to students. Promote health education and preventive health practices for students

**Qualifications:**

- Bachelor's degree or higher from accredited university
- Valid nursing license and credentials
- Demonstrate competency the field

**Special Knowledge/Skills:**

- Strong organizational, communication, and interpersonal skills
- Ability to instruct and lead students, staff, and parents on health-related topics

**Salary Range:** The position is paid on the Texas Teacher Minimum Salary Schedule plus an additional \$2050 above base.

**Contract Length:** 197 days (10 ½ months)

**Benefits:** Albany ISD offers health insurance through Teacher Retirement System of Texas (TRS), contributing \$255.00 towards the cost of the health insurance monthly premium. The District also offers \$10,000 of life insurance at no cost to the employee.

**How to Apply:** Submit the following documents via in-person, email or mail:

- Letter of Interests
- Resume
- Completed Albany ISD Professional Application (located at [www.albanyisd.net](http://www.albanyisd.net) – District Information – District Postings – E – Employment – Professional Application)

**Contact Person:**

Jonathan Scott, Superintendent

Email: [jonathanscott@albany.esc14.net](mailto:jonathanscott@albany.esc14.net)

Phone: 325-762-2823

Address: (Physical) - 501 E. South First Street,  
(Mailing) - PO Box 2050, Albany, TX 76430

## Job Description

**Job Title:** School Nurse:

**Reports to:** Superintendent, Campus Principals

**Dept./School:** Albany Jr/Sr High School & Nancy Smith Elementary

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### Primary Purpose:

Implement comprehensive program of health services for campus. Provide health services to students. Promote health education and preventive health practices for students.

### Major Responsibilities and Duties:

#### Nursing Services

1. Provide temporary and emergency care for sick and injured students or staff according to district policy and procedures.
2. Serve as health advocate for students.
3. Notify parents of accident or illness and secure medical care for students in emergency cases (if parents or emergency contact cannot be reached).
4. Coordinate management system to administer medications to students at school. Administer medications according to district policy and procedures.
5. Perform screening procedures as required by Texas Department of Health, Texas Educational Agency, and district policy. Make referrals as necessary.
6. Develop and coordinate continuing evaluation of campus health program and make changes based on findings.

#### Instruction

1. Participate in development of campus health education curriculum and provide health education to individuals and groups.
2. Provide health counseling and instruction to individual students.

#### Consultation

1. Serve as health liaison between school, physicians, parents, and community.
2. Assess student problems and make appropriate referrals working with students, teachers, parents, and medical and health care professionals as needed.
3. Participate in Admission, Review, and Dismissal Committee, crisis team, and school committees.
4. Participate in assessment and reporting of suspected child abuse.
5. Make home visits to help with student health problems as necessary with permission of principal.
6. Communicate regularly with principal and health services coordinator regarding health services issues.

### **Administration**

1. Review and evaluate immunization records.
2. Enforce procedures to ensure proper program administration according to district policy.
3. Supervise and train nurse aide(s) in clinic procedures and responsibilities according to district policy.
4. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including clinic records and accurate, updated health records on all students.
5. Requisition supplies and equipment needed to maintain clinic inventory.
6. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health service area.
7. Report potential health and safety hazards to principal.
8. Comply with all district and campus routines and regulations.

### **Professional Development**

1. Maintain certification in CPR, vision and hearing screening, and as a health screener.
2. Model behavior that is professional, ethical, and responsible.

### **\*\*Acting School Liaison for the Homeless:**

1. Liaison must ensure that children and youth in homeless situations are identified by school personnel and through coordination activities with the Shackelford Resource Center and other agencies.
2. Liaison must ensure that parents or guardian are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
3. Liaison must ensure that public notice of the educational rights of students in homeless situations is disseminated where children where children and youth receive services under the **McKinney-Vento Homeless Education Assistance Act of 2001**.

Liaison must assist children and youth who do not have immunizations or immunization or medical records to obtain necessary immunizations or immunization or medical records.

### **Equipment Used:**

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

### **Working Conditions:**

### **Mental Demands/Physical Demands/Environmental Factors:**

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

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlines above and if I have questions concerning what is expected of me, I will speak with my immediate Supervisor.

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Signature of Employee

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Date

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Signature of Administrator

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Date