AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SUBSTITUTE SCHOOL NURSE**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**SUBSTITUTE**	DUTY DAYS:		DATE REVISED:	**07/23/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

This position requires a valid licensure as a Registered Nurse (RN) from an accredited school of nursing and licensed by the Texas Board of Nurse Examiners and one of the following:

- Associate Degree or Bachelor's Degree (preferred) or higher

Other minimum requirements:

- 1 or more years as an RN in a clinical setting or school health clinic is preferred
- Certifications:
  - American Heart BLS CPR/First Aid/AED required upon hire
  - State Screener in Vision, Hearing, Scoliosis, Acanthosis Nigricans are required upon hire or within 6 months of date of employment
- Working knowledge and skills of Google Workspace.

SKILL REQUIREMENTS

Knowledge of health appraisal to identify student health defects. Strong communication, organizational, and interpersonal skills. Ability to understand and implement policies and procedures. Working knowledge and proficiency in technical skills, including (but not limited to): electronic health records systems and Google Documents.

JOB PURPOSE AND RESPONSIBILITY:

This position will serve on campuses providing health services to students. The School Nurse will provide episodic and emergency health care to ill or injured students and emergency health care only to administrators and staff.

ESSENTIAL FUNCTIONS:

- Establish and maintain a comprehensive school health program on a school campus; research, investigate and formulate plans of action.
- Provide direct care utilizing professional assessment skills, the nursing process, and establish school health protocols.
- Supervise, monitor, and evaluate Health Room Assistant(s).
- Delegate nursing responsibilities to other unlicensed assistive personnel according to district policy and the Texas Nurse Practice Act.
- Provide paraprofessional educational activities in areas of nursing tasks, health, and communication skills.
- Develop and implement nursing care plans (Individuals Health Plans) with specific nursing interventions.
- Collaborate with school personnel, parents, and members of the community to maximize communication and delivery of health and social services to students.
- Assess the health and developmental status of students; provide student evaluations, health appraisals, special procedures, and document health information in students' electronic health record.
- Implement, maintain and manage individual student pregnancy related services.
- Provide health counseling and collaborate with school personnel to promote health education opportunities to foster a safe and healthy environment.

- Identify, delineate, and clarify the nursing role and provide quality of care.
- Attend staff meetings for the department of Health Services and Nursing, and Special Education as directed.
- Administer medications to students according to medical orders, District policies and procedures.
- Establish and implement effective procedures for mandatory screening programs; make referrals as appropriate.
- Review, evaluate and maintain immunization records and vaccination compliance.
- Requisition supplies and equipment needed to maintain clinic inventory.
- Participate in the development of campus health education curriculum and provide health education to individuals and groups.
- Serve as a health liaison between school, physicians, parents, and community.
- Participate in Admission, Review, and Dismissal Committee, crisis team, and school communities.
- Communicate regularly with principal, Health Services and Nursing leadership and school staff regarding health services issues.
- Use effective communication skills to present information accurately and clearly.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Perform mandatory assessment and reporting of suspected child abuse/neglect.
- Compile, maintain, and file all physical and computerized reports, records, and other documents as required, including clinic records and accurate, updated health records on all students.
- Comply with all AISD Health Services and Nursing, AISD Board Policy, federal, and state laws, Texas Department of Health rules and regulations, and Texas State Board of Nursing and State Board of Education policies and procedures.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Standard medical clinic equipment including automated external defibrillator (AED); special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting nonambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports to the appropriate supervisor of the department. Incumbent will interact with other administrators, teachers, AISD staff, and the community to assess needs, innovate, create, design, and evaluate programs.

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The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	