



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

School Nurse (BSN)

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Reports to:	Health Services Leadership Team/Principal
School/Department:	Assigned Campus/Health Services Department
Pay Grade:	Campus Professional Support Staff Schedule
Work Days:	190
Wage/hour status:	Exempt
Created/revised:	August 2025

Primary Purpose:

The campus School Nurse strengthens and facilitates the educational process by functioning as a health care provider and manager. The nurse implements and maintains a comprehensive health program that modifies or removes health-related barriers to learning, advocates for the health rights of children and promotes an optimal level of wellness for students, staff and the community.

Qualifications:

Education/Certification:

- Bachelor of Science in Nursing Degree from an accredited college or university recognized by the US Department of Education
- Valid registered nurse license (RN) from the Texas Board of Nursing
- Current automatic external defibrillator (AED) and cardiopulmonary resuscitation (CPR) certificates

Special Knowledge/Skills:

- Knowledge of applicable laws, codes, regulations, and policies related to school health services
- Knowledge of common pediatric acute, emergent and chronic health conditions
- Knowledge of child development, developmental disabilities, assessment, family intervention
- Knowledge of health appraisal to identify student health issues
- Knowledge of school health programs, such as vision, hearing screening, and immunization requirements
- Knowledge of community medical and health care services
- Knowledge of basic first aid and emergency treatment
- Proficient nursing assessment skills in people of all ages
- Proficient in the use of electronic medical records, electronic file management and the use of Google platform
- Skill in accurately assessing health status of patient
- Skill in organizing/interpreting/analyzing data and applying concepts to resolve problems and develop solutions
- Ability to write routine reports and correspondence
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times



- Ability to communicate effectively with tact and diplomacy, provide a high level of customer service, and work compatibly with students, administrators, District officials, parents, co-workers, and the general public

Experience:

- 2 years nursing experience in relevant area(s) of practice preferred

Major Responsibilities and Duties:

Nursing Services

1. Provide direct care for students with acute and chronic medical illness and injury using professional assessment skills, the nursing process, individualized healthcare plans (IHPs), and established District health protocols.
2. Administer first aid in school health emergencies. Secure emergency medical care for students as needed.
3. Communicate with families regularly and notifications of accident or illness as needed.
4. Provide health counseling to assist students and their families to obtain treatment through referral and follow up processes.
5. Serve as liaison between school personnel, the family, healthcare professionals, and the community.
6. Serve as a health advocate for students.
7. Assess students with special care health needs. Develop and implement individualized health care plans (IHPs) and evaluate outcomes of skilled and direct nursing care and procedures to ensure safe integration of the student into the school environment.
8. Conduct home visits as part of the assessment and follow up process.
9. Administer individual and stock medications according to district policy and procedures.
10. Establish and implement procedure for performing and documenting State mandated screenings, including reassessments, referrals, and parent/guardian follow up.
11. Promote and assist in the control of communicable diseases through immunization programs, surveillance, early intervention, reporting and follow up in accordance with Texas Department of State Health Services and CDC guidelines.
12. Provide thorough, concise and accurate documentation including, but not limited to, assessments, planning, communication and referrals.
13. Develop and implement IHPs and evaluate outcomes of skilled and direct nursing care and procedures for medically fragile students to ensure safe integration of the student into the school environment.

Instruction

1. Provide information for students, faculty and community as needed on current and relevant health related topics.
2. Provide teachers and other personnel, who have a need to know, information about students with health conditions and how to manage these conditions in instructional settings. Ensure student health information is updated and kept confidential.

Consultation

1. Provide information for students, faculty and community as needed on current and relevant health related topics.
2. Provide teachers and other personnel, who have a need to know, information about students



with health conditions and how to manage these conditions in instructional settings. Ensure student health information is updated and kept confidential.

3. Collaborate with campus principals, counselors and other staff, and provide leadership to ensure a safe and healthy school environment. Work to meet the health needs of the general school population as well as those students with identified health conditions.
4. Participate in ARD, 504, and staffing meetings for students with identified health needs, providing relevant health information to the committee. Collaborate with district personnel regarding implementation of IEP goals and services.
5. Advise campus administration in health-related crisis and emergency situations, and participate in assessment and reporting of suspected child abuse, substance abuse and physical altercations.
6. Participate in campus emergency preparedness, and train emergency response team and other campus staff in medical emergency response as required by district procedures.

Administration

1. Coordinate with the health services leadership team to ensure ongoing evaluation of campus health programs and effective use of feedback to improve the program. Develop and recommend campus procedures to promote the health and wellness of students and staff.
2. Secure all information required for the maintenance of student health records in the electronic school health record, including but not limited to clinic visit documentation, referral and communication events, immunization records, medication and procedure administration records, and health care plans.
3. Requisition supplies and equipment needed to maintain clinic inventory.
4. Perform, record and submit monthly maintenance checks on campus AED, Bleeding Control Kits audiometers, and stock medications.
5. Comply with policies established by federal and state laws, Texas Department of Health rules, State Board of Education rules, and Board of Nursing policy. Comply with all district and campus policies, guidelines and regulations.
6. Report potential health and safety hazards to the principal.

Policy, Reports, Law, and Compliance

1. Comply with policies established by federal and state law, State Board of Education a Nursing rule and local board policy.
2. Compile, maintain and file all reports, records and other documents required. Maintain and manage all records under the direction of the Health Services Director.

Professional Development

1. Maintain professional nursing skills and knowledge in compliance with the Scope and Standards of School Nurse Practice, the Texas Nurse Practice Act, the Texas Board of Nursing and Texas Education Association. These include Basic Life Support for Healthcare Providers, Opioid Antagonist Administration training and Seizure training.
2. Attend institutional and self-directed professional development educational opportunities in relevant areas of practice
3. Participate in staff development and team meetings as directed by the Health Services leadership and the campus principal.

Supervisory Responsibilities:

1. Train, supervise and evaluate unlicensed diabetes care assistants, other unlicensed personnel and LVNs to perform delegated or assigned nursing tasks in accordance with the Texas



Education Agency and the Texas Board of Nursing Rules and Regulations. Provide documentation of competency for unlicensed personnel trained to perform assigned nursing tasks.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as approved by the Director of Health Services.
2. Demonstrate effective interpersonal skills through communications with parents, community, staff and school board members.
3. Attend professional growth activities to maintain awareness of current research and issues in school nursing.
4. Attend professional growth activities to maintain awareness of current research and related issues, including technology integration, and remain current on new and emerging technologies.
5. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
6. Promotes a positive image that supports the mission of the district; works with all Education Support Services personnel to continually improve the professionalism of the total department
7. Demonstrates competence with the following equipment: computer, copier, scanner, standard medical equipment including but not limited to AED, special needs adaptive equipment
8. Performs other duties as may be assigned.

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress
- Use of standard medical equipment, special needs adaptive equipment and standard office equipment, including computers and peripherals
- Office atmosphere may be noisy and hectic
- Prolonged use of equipment and computer with repetitive hand motions
- Frequent contact with parents, community, and/or other district/campus employees
- Possible exposure to chemicals, biological hazards, bacteria, and communicable diseases
- Requires performing tasks mostly standing, some walking, bending, stooping and sitting
- 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; trained behavioral restraint, assisting non-ambulatory students
- Travel within school district boundaries
- Work location assigned requires physical presence in office
- Daily attendance and punctuality at work on time every day are essential functions of the job

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.

Reviewed by _____

Date _____

Received by _____

Date _____