



Job Description

Montgomery Independent School District

Job Title: Clinic Aide

Exemption Status: Nonexempt

Reports to: School Nurse/Campus Principal

Date Revised: April 2025

Dept./School: Assigned Campus

Salary: PG 3 Clerical/Para – 187 Days

Primary Purpose:

Work under the immediate guidance and direction of a licensed registered nurse to maintain routine clinic records, provide minor first aid care, and conduct health screenings.

Qualifications:

Education/Certification:

Applicant must be at least 18 years of age
High School diploma or GED

Special Knowledge/Skills:

Knowledge of basic first aid and cardiopulmonary resuscitation (CPR)
Proficient keyboarding and file maintenance skills
Ability to use software to develop databases and do word processing
Ability to write routine reports and correspondence
Strong organizational, communication, and interpersonal skills

Experience:

Two years' experience working with school-age children preferred

Major Responsibilities and Duties:

Health Services

1. Provide basic first aid and care for minor injuries and illness according to a detailed protocol established by the school nurse (RN) or medical advisor.
2. Administer medication to students according to board policy and district procedures and maintain accurate log of medications dispensed.
3. Assist with screening programs, take vital signs (temperature, pulse, respiration rate, and blood pressure), and accurately document results as proscribed by district, state, and federal requirements. Communicate findings to supervising school health staff for direction.
4. Escort students to and from the clinic and assist students with disabilities as necessary.
5. Contact parents of students who need to be picked up from school according to established school health services protocols or as directed by the school nurse (RN).
6. Contact emergency medical services (EMS) according to established school health services protocols or as directed by the school nurse (RN).

Safety

7. Maintain an efficient and safe clinic including following infection control procedures as directed by the school nurse (RN). Use Universal Precautions Procedures when cleaning all body spills and providing wound care.

Clerical

8. Prepare, compile, maintain, and file all correspondence, reports, records, and other documents required, including accurate and confidential student health records.
9. Maintain a daily log of health office activities, including reportable accidents, communicable disease data, and referrals to school nurse (RN).
10. Maintain clinic supply inventory and request supplies as needed.

Compliance

11. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
12. Maintain confidentiality.

Other

13. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard medical clinic equipment; 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 (under 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting non-ambulatory students

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

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

**Adapted from Recommended School Health Staff Roles for unlicensed assistive personnel published by the Texas Department of Health School Health Advisory Committee, January 14, 2013. Certified Nurse Assist (CNA) and Certified Medical Assistant (CMA) are considered unlicensed assistive personnel.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____