
Job Title	School Nurse	Job Title Code	156120
Reports to	Principal/ Director Health Services	Wage/Hour Status	Exempt
Dept/School	Assigned Campus	Pay Grade	TBA
		Date Revised	January 16, 2026

Primary Purpose

A member of the educational team who will promote mental and physical health of students in order to reach their maximum educational potential. Implement a comprehensive program of health services for campus. Provide health services and screenings to students. Promote health/safety education and preventive health practices for students. Serve as a health resource on campus.

Education/Certification

- Bachelor's Degree in Nursing
OR
- Associates Degree in Nursing
- Valid Texas Registered Nurse license or Valid Compact State License
- Valid certification in Basic Life Support (BLS) upon employment, seek and maintain certification in audiometric, vision, scoliosis, and Acanthosis Nigricans screening from the Texas Department of State Health Services

Special Knowledge/Skills

- Application of the nursing process in the delivery of comprehensive nursing care that promotes each student's optimal level of wellness and educational performance
- Strong organization, communication, and interpersonal skills
- Ability to communicate effectively both written and verbal
- Strong Computer Skills
- Proficient in Word and Excel

Experience

- One (1) year experience as a Registered Nurse

Major Responsibilities and Duties

1. Practice within the defined limits of the Texas Nurse Practice Act, the American Nurses Association Standards of Clinical Nursing practice, and the "Scope and Standards Practice-School Nursing", National Association of School Nurses.
2. Comply with Texas Department of State Health Services regulations, EPISD policies and EPISD Health Services Department policies, procedures, and protocols.
3. Perform physical screening procedures as required by the Texas Department of State Health Services, Texas Education Agency, and District policies, i.e., make appropriate referrals as necessary.
4. Adhere to HIPAA/FERPA and confidentiality rules and regulations.
5. Keep apprised of the latest trends in school health, e.g., local/state conferences, staff development, and CNEs.
6. Participate in and train the school's Emergency Response Team (ERT).
7. Serve as health advocate for the student.
8. Provide acute, urgent, and emergency care for sick and injured students or employees according to District policies and Health Services Department Procedures and Protocols.
9. Notify parent/guardian of accident or illness and secure medical care for students in emergency case when parent/guardian or emergency contact cannot be reached.

JOB DESCRIPTION

10. Serve as a health liaison between school, physician, parents, and community. Offer Telehealth services to parents when appropriate, and when student may benefit from the services.
11. Assess student healthcare issues, implement the nursing process, and make appropriate referrals, working with students, teachers, parents/guardians, family physicians and other community health providers as needed.
12. Coordinate a system of administration and management of medications given at school
13. Administer medications according to District policy and procedures.
14. Perform special procedures according to physician orders and Health Services Department
15. Utilize Telemedicine within their scope of practice, and abides by Texas state law, EPISD and Health Services protocols and procedures.
16. Review, evaluate, document, and maintain students' immunizations records.
17. Document and maintain complete and accurate student healthcare and office records.
18. Submit timely reports as requested by the Director, Health Services Department.
19. Develop and maintain student health care plans and interpret the health status of students to appropriate school personnel.
20. Recommend provisions for a school environment conducive to learning.
21. Maintain adequate supplies in the health office.
22. Provide information and support to students and families with acute/chronic illnesses and disabilities.
23. Report potential school health/safety hazards to the principal.
24. Participate on the 504 and Admission, Review and Dismissal Committee, child abuse investigations, and other school committees as required.
25. Promote wellness and provide information to facilitate healthy lifestyles among students and employees.
26. Provide health counseling and teaching on an individual basis.
27. Maintain, evaluate, and interpret cumulative health data to accommodate the individual student needs.
28. Engage in the research and evaluation of school health services to act as a change agent for school nursing practice.
29. Responsible for accurately maintaining, updating, entering, scanning, and uploading health care information/records/data into the EPISD electronic medical record.
30. Contribute to the health education program as a resource person in both planning and teaching capacities, working with the principal and teachers.
31. Maintain ongoing communication with principal and Director, Health Services Department regarding health problems and related matters.
32. Annually review and implement campus emergency protocols, including training for staff/faculty/teachers and administration on Epipen administration, seizure protocol, medication administration, and diabetic care.
33. Supervise and reinforce the LVN, paraprofessional and volunteer training in health office procedures and responsibilities according to District policy.
34. Serve as a health liaison between school, physicians, and parents.
35. Identify and qualify students for Title vision vouchers and coordinate with Special Education Services for students requiring hearing referrals.
36. Participate in assessment and reporting of suspected child abuse.
37. Requisition supplies and equipment needed to maintain clinic inventory.
38. Demonstrate regular and prompt attendance.
39. Adhere to the district's safety policies and procedures.
40. Participate in staff development meetings, vertical team meetings, and professional growth activities.
41. Provision of optimal customer service to all students, parents, faculty/staff, visitors, and community members on EPISD campuses.
42. Perform other duties assigned by the Principal or Director of Health Services.



JOB DESCRIPTION

Supervisory Responsibilities

Supervise LVNs, Medical Assistants, paraprofessionals, trained staff and volunteers in the school health office

Equipment Used

Thermometer, blood pressure cuff, automatic external defibrillator, audiometer, scoliometer, otoscope, glucometer, stethoscope, vision screening equipment, suctioning apparatus, enteral feeding equipment, ostomy equipment, catheterization equipment, basic clinic equipment, iPad, personal computer.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Frequent interruptions, occasional district travel. Exposure to communicable diseases, bacterial and viral. Must be able to lift and or carry up to 40 lbs. Frequent standing, walking, bending, kneeling, pulling, pushing, and reaching and occasional stair climbing.

Terms of Employment

226 days; salary to be established by the Board of Trustees

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.

Approved: _____
 Job Title: _____
 Date: _____

Approved: _____
 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.