



Clinic Aide

Job Type: Part-Time, Non-Exempt (Wednesdays, Thursdays, & Fridays; 8:00am- 4:30pm)

Location: Round Rock, TX

Salary Range: Starting at \$18.00 per hour

Founded in 2011, Meridian School is a public, tuition-free charter school open to all students living in Williamson County. As a charter school, we are a school of “choice,” offering an inquiry-based curriculum and continuum for the International Baccalaureate Program K-12. Our mission is to “provide an invigorating, educational environment that develops responsible citizens who can artfully navigate our complex world and enjoy a good life with others.” Meridian has been recognized by the US News & World Report and others as one of the best schools in Texas.

Job Description

The Clinic Aide supports the health and wellness of approximately 1,700 students from kindergarten through 12th grade, and approximately 225 staff members, by assisting with basic medical care, administering first aid, managing medications, maintaining health records, and supporting the overall operation of the school health clinic. This role works under the supervision of a Registered Nurse and in collaboration with school staff and parents.

Key Responsibilities:

- **Health Services:**
 - Provide basic first aid and emergency care to students and staff.
 - Administer medications and treatments as prescribed and authorized by the parent/guardian and physician.
 - Monitor students with chronic conditions (asthma, diabetes, allergies, seizures, etc.) and provide routine care.
 - Maintain accurate and confidential student health records, including immunizations and screenings.
- **Clinic Operations:**
 - Manage day-to-day operations of the school health clinic.
 - Maintain inventory of medical supplies and stock supplies regularly.
 - Ensure proper infection control.
 - Follow protocols for communicable diseases, injuries, and emergency response.
 - Ensure compliance with state and school health policies.
 - Administer daily and PRN medications to students.
- **Communication and Coordination:**
 - Communicate effectively with parents/guardians regarding student health concerns.
 - Communicate effectively with RN and fellow clinic staff, as well as with teachers, admin & campus staff.
- **Documentation and Compliance:**

- Document all visits, medications administered, immunization records, health screening records, and incidents in the electronic health record system, Skyward.
- Assist with state-mandated health screenings (vision, hearing, scoliosis, and acanthosis nigricans).

Qualifications:

Required:

- **CPR certification: willing to certify after hire**
- **Able to work in a fast-paced environment**
- **Strong computer skills for data entry and health visit entry**
- **Experience working in a clinic setting or equivalent**

Preferred:

- **LVN:** Valid LVN license or past LVN experience
- **CNA:** Certified Nursing Assistant or past CNA experience
- **CMA:** Certified Medical Assistant or past CMA experience
- Experience in pediatrics or school health.
- Strong communication and organizational skills.
- Ability to work with children of diverse backgrounds and ages (K–12).
- Vision, hearing, AN screening certification

Work Environment:

- School campus setting with an on-site health clinic.
- May require standing for long periods and lifting up to 25 lbs.
- Responding to emergent situations.
- Occasional attendance at school functions or field trips may be required.
- Fast-paced environment with moderate stress.
- Data entry and all health visit entries in Skyward.
- Follow direction under RN supervision.
- Works with all ages: primary, MS and HS within two clinic settings.

OUR BENEFITS

Meridian School offers competitive salaries commensurate with experience. We also offer a comprehensive package of benefit options, including:

- Health, Dental and Vision Insurance
- Basic Life & Accident Insurance
- Short- & Long-term Disability
- Participation in the Texas Teachers Retirement System
- 403b Investment Plans
- Health Savings and Flexible Spending Account Options
- Generous Time Off Benefits including Holidays and PTO
- A culture of continuous learning with opportunities for professional development

HOW TO APPLY

Please apply through this link: [Apply Here](#)

Questions regarding the position can be referred to the School Nurse.

Due to the nature of this position and our business, fingerprinting and background checks will be conducted as a condition of employment.

Reasonable accommodations may be provided during the hiring and selection process to qualified individuals with disabilities. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

Meridian School is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, genetic information, or any other legally-protected characteristic.