Job Title: Aide Clinic Floater | **Exemption Status: Nonexempt**

Reports to: Director Health Services/Principal | **Date Revised:** August 2026

Dept. /School: Health Services | **Pay Grade:** PA4

Primary Purpose:
Work under the direct guidance and supervision of a licensed registered nurse to maintain routine clinic records, provide minor first aid care, administer medications, and conduct health screenings.

Qualifications:
Education/Certification:

- High School Diploma or equivalent
- Certification in a health-related field, preferred

Experience:

- Minimum of one (1) year of experience in a health-related position; experience working with school-age children

Special Knowledge/Skills:

- Knowledge of basic first aid and cardiopulmonary resuscitation (CPR)
- Proficient in computer and clerical skills
- Ability to implement policies and procedures
- Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:
Nursing Services

1. Provide basic first aid and care for minor injuries and illnesses in accordance with a detailed protocol established by the school nurse (RN).
2. Administer medication to students according to board policy and district procedures, and maintain an 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 prescribed by district, state, and federal requirements. Communicate findings to supervising school health staff for direction.
4. Escort students to and from the health room 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).
7. Communicate effectively with students, faculty, and parents.
8. Respond to suggestions for improvement in a positive manner.
9. Work in harmony with associates.

Safety

10. Maintain an efficient, safe clinic by 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

11. Prepare, compile, maintain, and file all correspondence, reports, records, and other documents required, including accurate and confidential student electronic health records.
12. Maintain clinic supply inventory and request supplies as needed.

Compliance

13. Comply with policies established by federal and state laws, Texas Department of Health rules, State Board of Education rules, and board policy.
14. Comply with all district and campus routines and regulations, including attendance and duty hour requirements.
15. Maintain confidentiality.
16. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors

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

Posture: Prolonged sitting, frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent keyboarding and use of a mouse; occasional walking, reaching, grasping/squeezing, wrist flexion/extension

Lifting: Frequent light lifting and carrying (less than 20 pounds); may require occasional heavy lifting(45 pounds or more) and positioning of students with physical disabilities; controlling behavior through physical restraint, assisting non-ambulatory students.

Environment: Exposure to biological hazards, bacteria, and communicable diseases; may work prolonged or irregular hours.

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

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This document describes the general purpose and responsibilities assigned to this job. It is 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 _____