Belton Independent School District
Job Description

Job Title:	Substitute Nurse Aide	**FLSA Status:**	Non-exempt, 187 Days
Reports to:	Director of Health Services and Principal	**Pay Grade:**	Substitute
Dept./School:	Health Services	**Date Revised:**	02/5/2025

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:
High School diploma or GED
CNA, CMA, RT, EMT

Special Knowledge/Skills:
Knowledge of basic first aid and cardio pulmonary 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:
One (1) year experience in health-related position; experience working with school-age children
Medical office or hospital background (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 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).

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.

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 nonambulatory students

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

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 and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: February 2025
Prepared By: Belton ISD Human Resources Department