



Flour Bluff Independent School District Job Description

JOB TITLE: Nurse Aide (L.V.N.)

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 187

REPORTS TO: Principal

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The role of the nurse's aide is to assist in implementing a program of health services for the district within the framework of the philosophy and objectives established by Board Policy and in accordance with statutes, standards of regulatory agencies, and administrative guidelines.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certification as per Texas Education Agency

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assists in reviewing student immunization records for compliance to State guidelines and advises the principals of students in non-compliance.
2. Performs screening programs in vision, hearing, etc.
3. Makes referrals of students with health problems to the principal and nurse.
4. Attends meetings, conferences, etc. relative to school health services.
5. Adheres to Professional Ethical Standards in relationship to students, patrons, peers, administrators, and support personnel.
6. Prepares records, reports, etc. in a professional and punctual manner.
7. Exhibits effective communication with students.

8. Displays cooperativeness in working with students, teachers, and other school personnel.
9. Demonstrates knowledge of district and administrative policies applicable to position.
10. Exhibits punctuality and dependability in performing his or her job.
11. Dresses and grooms appropriately.
12. Exhibits maturity and emotional control.
13. Adheres to proper channels when communicating ideas, problems, etc.
14. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals.

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.

Lifting:

Occasional light lifting and carrying (less than 15 pounds).

Environment:

May work prolonged or irregular hours.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.