



HIGHLAND PARK ISD

Office of Human Resources

Job Title: School Nurse/Lead District Nurse

Exemption Status/Test: Exempt

Reports to: Director of Student
Services/Principal

Pay Grade/Days: Teacher/Nurse

Dept./School: Assigned Campus

Date Revised: September 2026

PRIMARY PURPOSE:

Implement a comprehensive program of health services for campus. Provide health services to students. Promote health education and preventive health practices for students.

QUALIFICATIONS:

Education/Certification:

Graduate of an accredited professional nursing education program
Preferred Bachelor of Science in Nursing degree
Valid registered nurse license to practice professional nursing in Texas from the
State Board of Nurse Examiners
Current automatic external defibrillator (AED) and cardio pulmonary resuscitation (CPR)
certificates

Knowledge/Skills/Abilities:

Ability to demonstrate nursing leadership qualities
Knowledge of health appraisal to identify student health defects
Ability to implement policies and procedures
Ability to write routine reports and correspondence
Strong organizational, communication, and interpersonal skills

Experience:

Two years nursing experience, preferably in community health

MAJOR RESPONSIBILITIES AND DUTIES:

Lead Nurse Duties:

1. Provide leadership in developing, implementing, coordinating, and evaluating the district's comprehensive health services program thereby strengthening the educational process for students in a climate of health and well-being.
2. Assists the district nurses with the implementation of the coordinated School Health Program and the 8 components as described in the CDC/Texas Department of Health.
3. Supports the district nurses by building on the standards of school nursing practice and professional performance.
4. Provides floating clinical support across all district campuses, stepping in to cover staff absences and offer hands-on assistance during high-volume periods.



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Nursing Services

5. Provide temporary and emergency care for sick and injured students or staff according to district policy and procedures.
6. Serve as a health advocate for students.
7. Notify parents of accident or illness and secure medical care for students in emergency cases (if parents or emergency contact cannot be reached).
8. Coordinate management system to administer medications to students at school. Administer medications according to district policy and procedures.
9. Perform screening procedures as required by Texas Department of Health, Texas Educational
10. Agency, and district policy. Make referrals as necessary.
11. Develop and coordinate continuing evaluation of campus health program and make changes based on findings.
12. Provide relevant assessment, counseling, and guidance, serving as a resource to staff so that they may take responsibility for their health.
13. Assist staff with accessing and effectively utilizing community resources for health.

Instruction

14. Participate in development of campus health education curriculum and provide health education to individuals and groups.
15. Provide health counseling and instruction to individual students.

Consultation

16. Serve as a health liaison between school, physicians, parents, and community.
17. Assess student problems and make appropriate referrals working with students, teachers, parents, and medical and health care professionals as needed.
18. Participate in Admission, Review, and Dismissal Committee, crisis team, and school committees.
19. Participate in assessment and reporting of suspected child abuse.
20. Make home visits to help with student health problems as necessary with permission of the principal.
21. Communicate regularly with principals and health services coordinator regarding health services issues.

Administration

22. Review and evaluate immunization records.
23. Enforce procedures to ensure proper program administration according to district policy.
24. Supervise and train nurse aide(s) in clinic procedures and responsibilities according to district policy.
25. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including clinic records and accurate, updated health records on all students.
26. Requisition supplies and equipment needed to maintain clinic inventory.
27. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in the health services area.
28. Report potential health and safety hazards to the principal.
29. Comply with all district and campus routines and regulations.



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Professional Development

- 30. Maintain certification in CPR, vision and hearing screening, and as a health screener.
- 31. Model behavior that is professional, ethical, and responsible.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment, personal computer, and copier.

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

Motion: Repetitive hand motions including 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; Exposure to bacteria and communicable diseases.

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

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____