



School Nurse

About HCA:

Heritage Classical Academy is a tuition-free public charter school located in Northwest Houston. We currently serve students in grades K-2. At Heritage Classical Academy, we believe that our faculty and staff are the soul of our school. We are seeking a part-time school nurse to join our team for the 2026-27 school year.

General Statement of Responsibilities:

Applicants will work under the leadership of the Lower School headmaster and will be responsible for establishing sound and efficient day-to-day operations, project management, overseeing daily attendance data and preparing reports, managing the school safety systems, and effectively leading a team of people including the receptionist, registrar, custodian, and school nurse. Applicants should have a strong knowledge of and background in classical education, experience working in education or an operations position, the ability to collaborate effectively with others, an abiding love for working with children, and a zeal for our unique mission.

Annual Salary:

- Competitive annual salary range based on experience.

Benefits:

- Access to a competitive benefits package
- Participation in the teacher retirement system (TRS)

Requirements:

- RN certification required
- Bilingual preferred, but not required
- Strong project and time management skills
- Ability to operate various office equipment
- Strong organizational skills
- Detail oriented
- All applicants must pass a fingerprint and criminal background check

Job Type:

- Part-time
- In person

The responsibilities of this role include, but are not limited to, the following:

- Conducting student hearing and vision screenings
- Educating students on hygiene and safety practices
- Dispensing prescription medications to students per physician instructions
- Verifying vaccination records
- Taking students' temperatures when fever is suspected

- Administering first aid and CPR
- Treating minor injuries such as cuts, scrapes and bruises
- Contacting parents when students are ill or injured

HCA considers applicants for all positions without regards to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status. Being authorized to work in the U.S. is a precondition of employment. HCA is an Equal Opportunity Employer.

Interested candidates should email their resume and attachments to: careers@heritageed.org