



TITLE:	Substitute RN/LVN Nurse	STATUS:	Non-Exempt/At-Will
REPORTS TO:	Principal or Designee	TERMS:	School Year Calendar
DEPARTMENT:	Assigned Campus	PAY GRADE:	Substitute Pay Scale

PRIMARY PURPOSE:

In the absence of the school nurse, assist in delivering health services for the school. Responsible for providing direct health services to students. To promote health education and preventative health practices for students. To serve as health advocate for students.

QUALIFICATIONS:

Education/Certification:

(Nurse) Graduate of an accredited professional Nursing education program
 (Nurse) Texas State certification as Registered Nurse preferred
 Minimum of 3 years nursing experience, pediatrics or school nursing preferred
 Current CPR/AED certification

Special Knowledge/Skills:

Ability to communicate (both verbally and in writing)
 Ability to successfully interact with students, professional employees, parents, and district patrons
 Ability to maintain emotional control under stress
 Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

General computer skills for tracking health information

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:
 Biological exposure to bacteria and communicable diseases

Essential Functions:

1. Participate in the delivery of a complete and functioning program to provide ongoing emergency health care.
2. Coordinate social service referrals for food, clothing, shelter, utilities and school supplies including referring families to community resources for health-related needs.
3. Comply and promote with policies established by federal and state law, State Board of Education rule, and local Board policy in the area of health services.
4. Present and articulate for students and the community a positive role model that supports the mission and goals of the school district in the area of healthcare services to the community
5. Maintain a positive and effective relationship with supervisors, effectively communicate with colleagues, students, and parents.
6. Accurately compile, maintain, and file all reports, records, and other documents required regarding student health information.
7. Assist in control of communicable diseases by interpreting the policies and procedures for control of communicable disease within the school.



8. Enforce procedures for the administration, safety, dispensing and security of medications, first aid or health supplies, and equipment while maintaining accuracy of information regarding inventory of fixed assets (e.g., machines and equipment with serial numbers) assigned to health services.
9. Coordinate health service activities with the instructional program.
10. Provide relevant counseling and guidance to students and parents so they may assume responsibility for maintenance of student health.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date