

# COMMUNITY CONSOLIDATED SCHOOL DISTRICT 93

## JOB DESCRIPTION

Job Title: **Substitute – Registered Nurse (RN)**  
 Pay Schedule/Range:  
 Reviewed Date: **October 30, 2025**

Reports To: **Certified School Nurse**  
 FLSA Status: **Non-exempt**  
 Work Year: **At will, as needed**

**SUMMARY:** Responsible for providing health care, medications, and first aid to sick or injured students, and staff as needed, at the assigned school. Maintain and compile student health records, files, databases, and health-related reports and documents when in a long-term position. Assist with school office secretarial/clerical tasks as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Physical presence during all scheduled work hours is required. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Following the developed quality processes provide minor and major first aid care to sick and injured students and staff, including determining the severity of the illness/injury, monitoring ill students, monitoring the exposure of others to diseases, disposing properly of body fluids, and performing technical procedures as necessary (e.g., blood glucose testing, subcutaneous injectable epinephrine, hygiene procedures, etc.).	D	50%
2. Document the care and treatments provided to each student in his/her individual health.	D	15%
3. Dispense medications and log into daily medication records, notify parents/caregiver when medications are running low, and ensure paperwork is properly maintained and on file for each student receiving medication.	D	10%
4. Contact parents/caregivers of ill or injured children and prepare student to go home if necessary.	D	5%
5. Perform clerical and secretarial duties in the school office as necessary, including answering phones, word processing, copying, entering data, and/or greeting and assisting visitors.	D	5%
6. Maintain a clean, orderly, and stocked health office, including inventorying and ordering supplies and preparing monthly health-related - newsletters.	W	5%
7. Update Certified School Nurse, staff, parents, and/or students regarding student health-related issues.	W	5%
8. Assist student(s) in performing daily personal routines, including toileting, diapering, feeding, personal hygiene, etc.	D	4%
9. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Successful completion of accredited registered nursing program.
- One year of experience in health care preferred
- Experience working with children with various learning and physical disabilities preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Current Illinois Professional Registered Nurse License
- CPR certification required
- Vision and hearing certification preferred
- Criminal background check required for hire, employment contingent on appropriate results
- Valid driver’s license, state identification, or passport

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Bilingual oral and written communication skills preferred
- Mathematical skills including basic calculations and application of math concepts
- Personal computer and keyboarding skills
- Serve as a model of a technology competent user
- Promote digital citizenship and responsibility
- Customer service and public relations skills and professionalism

- Critical thinking and problem solving skills
- Ability to prioritize tasks and duties
- Ability to make sound decisions in crisis situations
- Ability to work with ill and injured students and students with special needs
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to work with students with diverse backgrounds and abilities
- Ability to promote and follow Board of Education policies, Superintendent, building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator
- Ability to assess, plan, act, communicate and re-evaluate in emergency situations.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals, and office software.
- Operating knowledge of and experience with typical office equipment, such as telephones, multi-function machines, E-mail, etc.
- Operating knowledge of the Google Suite
- Operating knowledge of student information system required within two months after hire
- Operating knowledge of and experience with health care devices such as glucometer, subcutaneous injectable epinephrine, etc. preferred

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	
<b>Reports to:</b>	Certified School Nurse	
	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by a substitute to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the substitute is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The substitute is frequently required to stand, walk, and sit. The substitute is occasionally required to stoop, kneel, crouch or crawl. The substitute must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** High exposure to self to disease due to caring for sick and injured students. May also expose others to disease or further injury if a person in this position fails to properly handle or dispose of body fluids or administer proper and timely care to sick or injured students. The substitute is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the substitute is regularly required to analyze, communicate, instruct, evaluate, and use interpersonal skills. The substitute is frequently required to copy, coordinate, compute, and compile. The substitute is occasionally required to compare and negotiate.