

**Job Title: Substitute Nurse**

**Salary: RN-\$110 daily  
LVN-\$90 daily**

**Reports to: Health Services - Director**

**Dept./School: District Wide**

**Revised: 2/15/2024**

**Primary Purpose:**

Provide direct services to meet the needs of the students and staff under the clinical supervision of the school health coordinator or school nurse (RN).

**Qualifications:**

**Education/Certification:**

- Graduate of an accredited professional nursing education program
- Valid registered nurse license (RN) or license vocational nurse (LVN) from the Texas Board of Nursing
- Current automatic external defibrillator (AED) and cardiopulmonary resuscitation (CPR) certificates

**Major Responsibilities and Duties:**

**Special Knowledge/Skills:**

- Knowledge of health assessment to identify student health defects.
- Ability to implement policies and procedures.
- Knowledge of basic first aid Proficient keyboarding and file maintenance skills
- Ability to write routine reports and correspondence.
- Strong organizational, communication, and interpersonal skills

**Experience:**

- Three years' experience in health-related position.

**RESPONSIBILITY:**

**Nursing Services**

- Provide direct care utilizing school health protocols and care plans established by the school nurse (RN) or medical advisor.
- Administer medication to students according to board policy and district procedures.
- Implement mandatory screening programs and complete required reports.
- Collaborate with campus principal, school counselor, teachers, parents, food service, and other staff regarding the health needs of the general population and those students with identified health conditions.
- Communicate with parents regarding individual students as directed by the school nurse (RN) Clerical
- Maintain accurate student health records, including immunization records, medication administration records, and individual student treatment records.



- Compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate, updated health records on all students.

### **Compliance**

- Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area.
- Comply with all district and campus routines and regulations.
- Maintain confidentiality

### **Supervisory Responsibilities:** None

**Salary:** Registered Nurse: \$110 per day  
Licensed Vocational Nurse: \$90 per day

*This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

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