

# **Carroll Independent School District Job Description**

JOB TITLE: Substitute Nurse

Pay Grade: Daily rates established by Board of Trustees      Employment Days: As needed

Supervisor: Personnel Services Administrator  
Principal of Campus

Department: Personnel

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## **MISSION:**

Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

## **JOB SUMMARY:**

This position will provide the fullest possible educational opportunity for each student by creating a climate of health and well being in the district schools in the absence of the school nurse.

## **QUALIFICATIONS:**

- Effective interpersonal skills
- Excellent oral and written communication skills
- Write and speak English fluently
- High School Diploma/GED
- Valid Texas Registered Nurse License
- Community health experience preferred but not required

## **MAJOR RESPONSIBILITIES:**

- Practice nursing within the guidelines set forth by the Nursing Practice Act of Texas.
- Provide school health services (clinic) in the absence of the school nurse.
- Assume authority in the absence of a physician for the care of a student or staff member who has suffered injury of emergency illness.
- Administer student medication as ordered.
- Perform nursing services as determined by doctor's orders and/or by the ARD.
- Document the day's activities at the conclusion of each day.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

## **EQUIPMENT USED:**

As needed

**MENTAL DEMANDS:**

This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress

**PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

This position will require approximately 25% walking; 50 % standing/sitting and 25% lifting; carrying up to 25 lbs; and stooping/bending.

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THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Director of Personnel)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Assistant Superintendent for Administrative Services)

Date Created: 2/2014	Date(s) Revised: 10/2015
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