

CLINIC SUBSTITUTE

Rev. Feb 2024

Job No.: Substitute**Reports to:** Substitute Coordinator, Director of Health Services**Dept./Campus:** Human Resources, Health Services**FLSA Status:** Non-Exempt**Pay Grade:** RN Sub Scale**Term:** As Needed

PRIMARY PURPOSE:

To provide continuous, smooth and efficient operation of school health services during the absence of the campus clinic staff.

MAJOR RESPONSIBILITIES AND DUTIES

- Maintain the district focus on student learning and KIDS FIRST.
- Exemplify the following district guiding documents; Leander Way, 10 Ethical Principles & the Graduate Profile.
- Evaluate ill and injured children and communicate with parents as needed.
- Administer First Aid, CPR, or AED as needed.
- Administer medication as prescribed and in compliance with State law and District policy.
- Follow students' medical protocol.
- Comply with all Nursing Practice Act regulations.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES**Education/Certification/Experience:**

- Graduation from an accredited high school or GED.
- Must have a valid current Texas RN license.
- Current CPR/AED certification required.
- Must be 21 years of age.

Knowledge/Skills/Abilities:

- Skill in communication; organization; problem-solving; critical thinking; and flexibility.
- Ability to follow care plan for students make decisions quickly and independently; understand written and verbal instructions; communicate effectively; and handle stressful situations in calm and efficient manner.
- Ability to read, write, speak and understand the English language.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Needs to move about inside the clinic, classroom or campus to monitor students as necessary.
- Maintain emotional control under stress.
- Needs to have vehicle available for district travel.
- Frequent sitting, standing, stooping, bending, reaching, twisting, pulling and pushing.
- May be required to lift 50-80 pounds unassisted.
- May be required to lift 81-200 pounds assisted.
- Potential exposure to bodily fluids and communicable diseases.
- Ability to use standard office equipment including computer, mouse, printer, scanner and fax machine.