

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, provide direct health related services, health education and preventive health practices to meet the needs of students and staff.

QUALIFICATIONS:

Education/Certification:

(Nurse) Graduate of an accredited professional Nursing education program
 (Nurse) Current Texas or Compact Nursing License with State Board of Nurse Examiners required
 Current BLS Provider certification required
 Willingness to acquire the following certifications and training:
 Vision and Hearing Screening Certification
 Spinal Screening Certification
 Unlicensed Diabetes Care Assistant (UDCA) training
 Any additional training/certification necessary to fulfill school nursing duties/responsibilities

Special Knowledge/Skills:

Ability to comply with standards of care in accordance with the Texas Nurse Practice Act
 Ability to comply with federal guidelines (FERPA) regarding confidentiality of a student's health/education record.
 Computer skills and willingness to learn/adapt to district software/Electronic Health Record
 Excellent organizational, communication and interpersonal skills
 Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

Minimum 3 years nursing experience required, community/public health, pediatrics or school nursing preferred

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:
 Ability to maintain emotional control under stress
 Work with frequent interruptions
 Exposure to biological and chemical hazards, bacteria, blood-borne pathogens and communicable diseases
 Ability to stand for prolonged periods of time, frequent stooping, bending, pulling, lifting and pushing
 Occasional prolonged and irregular working hours

Equipment Used:

Computer, copier, scanner, standard medical equipment including but not limited to an AED, hearing and vision screening equipment and any additional medical equipment that may be necessary.



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 related to health and wellness.
11. Perform other functions as assigned by administration and/or supervisor.

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