



**NORTH ALLEGHENY SCHOOL DISTRICT**

**JOB PROFILE: SUBSTITUTE NURSE**  
Reports to: **Substitute Services Coordinator**

**Classification:** Contingent

**Hours/Day:** 4 or 8

**Type/Days/Year:** Academic School Year

**Purpose/Summary**

A substitute nurse will act as a school nurse due to the unavailability of the school nurse or support nurse. To care for students and staff through the performance of nursing procedures, interventions, and carrying out district protocol as identified for particular health needs. To continue to support good relationships with administrators, students, parents, and other staff members in the absence of the school nurse or support nurse.

**Essential Duties and Responsibilities**

- Follow established procedures and practices, consistent with current approved nursing strategies, for assessment and intervention that will foster a climate of health and wellness in the schools.
- Serve as a liaison between and among medical personnel, the parent(s)/guardian(s) and school staff when meeting the needs of ill and injured children.
- Assume responsibility to render emergency care to a student or staff member when injured or ill.
- Notify the appropriate person or agency of a student's injury/illness in accordance with District and local health policies and procedures as necessary.
- Administer medication and first aid, and provide other requisite health care as deemed necessary and appropriate within a school setting.
- Maintain accurate and complete student health records as required by District policies while the school nurse or support nurse is unavailable.
- Supervise students in one-on-one and small group settings and on occasion be responsible for supervision of students in a classroom setting.
- Maintain confidentiality of information regarding student(s) and their families per the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA).
- Perform other duties as assigned by the building principal.

**Education and/or Experience**

- High School Diploma
- Education required by the Pennsylvania State Board of Nursing for Licensure as Registered Nurse

**Certifications, Licenses, Registrations**

- Pennsylvania Registered Nurse License
- Current First Aid and CPR Certificates
- Child Abuse History Clearance
- PA Criminal Record Check
- FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training (through approved provider established by the Pennsylvania Department of Education)
- Act 168: Sexual Misconduct Abuse Disclosure Release

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.*

### **Knowledge and Abilities**

Knowledge of current nursing practices and protocol and ability to apply that knowledge to positively impact student health and wellness. Ability to think critically and problem solve, especially as it relates to human growth and development. Knowledge of medical emergencies as it relates to crisis situations and ability to react and respond appropriately to crisis.

*Academic Skills* – Knowledge of medical terminology, anatomy, symptoms, diagnoses, treatments, first aid, illnesses and injuries, nutrition and related areas. Knowledge of special education and District, State and Federal policies regarding special services. Knowledge of discipline policies and ability to make decisions to appropriately manage student behavior.

*Language Skills* – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Must possess the ability to use the language in both oral and written form. Be able to listen to and understand information and ideas presented through spoken words and sentences. Be able to communicate information and ideas in speaking so others will understand. Ability to follow oral and written orders from supervisors, administrators, physicians and coordinate work with Staff. Ability to convey appropriate medical information to school district staff or medical professionals.

*Math Skills* – Knowledge of arithmetic, algebra, geometry, statistics and their applications. Possess the ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Possess the ability to analyze and interpret data.

*Technology Skills* – Be able to utilize medical equipment to provide health care to students/staff, including, but not limited to, blood glucose monitor, stethoscopes, thermometers, sphygmomanometers. Utilize programs such as Microsoft Office. Be able to access, generate and analyze student assessment data. Utilize email, the Internet and Intranet. Be able to gather data for Excel reports.

*Reasoning Ability* – Ability to understand and interpret medical charts, prescription labels and information shared by physicians. Ability to observe, evaluate and diagnose students to make decisions regarding care for ill or injured students. Ability to problem solve job-related issues.

### **Other Skills and Abilities**

- The employee must possess the ability to maintain a high emotional energy and display enthusiasm for the school community and learning environment.
- Must develop effective coping strategies for dealing with the high expectations, frequent demands and significant responsibility of effectively supporting the educational process of students.
- Must be able to react quickly in volatile situations and maintain composure even under stressful conditions.
- Must be able to advocate for students to create a positive and healthy learning environment.
- Possess imagination, patience, creativity, sound judgment, logical reasoning and analytical and problem-solving capabilities.
- Ability to make equitable decisions with sound emotional judgment.
- Must be able to concentrate with numerous interruptions.
- Maintain effective working relationships with students, parents, staff and the community.
- Ability to understand and facilitate needs of various personality types.
- Ability to perform duties with awareness of all District policies and professional obligations.

### **Physical Demands**

When performing activities throughout the day related to students, the substitute nurse spends the majority of the day in an office and may also be expected to move through the building and work in classrooms. Dealing with the students can entail kneeling or squatting, stooping, and bending from 50-70 degrees at the waist on an occasional to frequent basis.

Must be able to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects (textbooks and materials). When in a classroom setting, the nurse may move

student's desks and chairs to change the layout of the classroom. The substitute nurse must see and hear on a continuous basis as well as speak frequently. Positions may vary from standing, sitting, or walking. On a rare occasion it may be necessary to move quickly, run, etc. over smooth to uneven surfaces such as on asphalt, pea gravel, on the playground, or on the grass. The substitute nurse must have manual dexterity to use office equipment, manipulate books and other learning materials, and assist students with various activities. The substitute nurse must have repetitive movement of fingers and hands for keyboarding.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a LIGHT Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

**Work Environment**


The work environment will vary from potentially very loud situations such as cafeterias and playgrounds to more moderate situations such as office, small group settings classrooms, or large group professional settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.

**Primary Work Location**

Office Environment	Shop
Classroom/Building	Vehicle
Outdoors	Travel

**School Nurse K-12  
Physical and Non-Physical Demands Key**

C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
Standing		F	Crawling	R
Sitting		C	Bending	F
Walking		C	Twisting	R
Lifting		O	Climbing	R
Carrying		F	Balancing	R
Pushing/Pulling		F	Vision	C
Reaching		O	Hearing	C
Handling		F	Talking	C
Fine Dexterity		C	Foot Controls	C
Kneeling		F	Teamwork	C
Crouching		F	Tedious or exacting work	C
Time Pressures		C	Noisy or distracting environment	F
Emergency Situations		O	Other (Specify):	

<b>Frequent Change of Tasks</b>	<b>F</b>	<b>Other (Specify):</b>	
<b>Irregular Work Schedule/Overtime</b>	<b>R</b>	<b>Other (Specify):</b>	
<b>Multi-Tasking</b>	<b>C</b>	<b>Other (Specify):</b>	
<p><i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i></p>			
<b>Director of Human Resources Signature</b>			
<b>Date of Approval</b>	10/31/25		