

SECTION I: GENERAL INFORMATION

Position Title: Substitute School Registered Nurse	Department: Districtwide
Reports to: Health Services Supervisor	FLSA Status: Exempt
Classification:	Bargaining/ Work Unit:
Position Last Updated: June 2025	Next Position Description Update:

SECTION II: JOB SUMMARY

The Substitute School Registered Nurse is responsible for assessing and evaluating the health status of students and staff & providing nursing care.

The Substitute Nurse will provide counseling to students and their families regarding general health issues and/or specific recommendations covering nursing care plans for those with special needs and chronic health problems.

SECTION III: DUTIES AND RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Implements State-mandated and recommended programs e.g. immunization compliance and health screening, utilizing infection and communicable disease control practices to help ensure the most healthful and health-conscious site possible.
- D. Confirms the immunization status of new students to ensure compliance with State statutes.
- E. Processes, maintains and annually reviews student health records, ensuring that all required information is duly recorded and also ensuring the confidentiality and security of such records consistent with District policies.
- F. Implements nursing care plans for students with chronic health problems, coordinates student health care with other school team members and parents/guardians, and communicates student health information and planned health service interventions to site staff on a need-to-know basis.
- G. Provides medically-prescribed nursing interventions including medication administration and medically-delegated nursing procedures, referring students and staff with unmet health needs to available District and community resources.

- H. Makes timely parent or guardian contacts to arrange transportation for all ill or injured students in a manner consistent with all applicable District policies and procedures.
- I. Confers with the District Nurse regularly to provide updates on site nursing activities, consult on more serious or sensitive student / staff health issues, and get directions and additional or different responsibilities as delegated by the District Nurse.
- J. Performs other job-related responsibilities as apparent or assigned.

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.

Skills:

- Demonstrates proficiency or better in cultural competence including: recognizing the impact of cultural diversity and learning; addressing demographic inequities in achievement; building relationships across cultures; adapting curriculum for cultural diversity; and following reflective practices built around professional development in diversity and cultural competence.
- Demonstrates computer literacy and organizational skills.
- Excellent interpersonal communication skills, with the ability to interact effectively with students, families, community and school staff regarding health programs and health issues.

Abilities:

- Demonstrates interest and abilities to develop and sustain good relationships with students, families and school staff.
- Ability to travel among the district school sites and district office on an as-needed basis.
- Ability to analyze and interpret data, conducting research, managing resources.
 - Ability to learn quickly and adapt to change.

SECTION V: EDUCATION/CERTIFICATION REQUIREMENTS

- Bachelor's degree from a four-year college or university.
- Current Minnesota RN license.
- Current CPR Certification.

SECTION VI: EXPERIENCE REQUIREMENTS

- Three to five years of professional experience in nursing.

SECTION VII: PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical Requirements:

- Perform multiple tasks: standing, sitting on ground, using hands dexterously, talking, hearing.
- Lift and carry up to 50 pounds.
- Occasional reaching, stooping, walking, bending, and crouching.

- Position involves occasional personal support of students in various settings.

Work Environment:

- Work is typically performed in an inside, temperature- controlled environment.
- Some outside duty time may be scheduled and expected in performance of this position.

SECTION VIII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission. Richfield Public Schools inspires and empowers each individual to learn, grow and excel. Perform assigned responsibilities in a manner consistent with the District's established Core Values.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.
- Promotes positive communication with families and the community, supports outreach efforts, and ensures all programs focus on Richfield Public Schools Equity Policy.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.