



Rock Island-Milan School District 41

**JOB DESCRIPTION**  
**Substitute Nurse**

**POSITION INFORMATION:**

<b>POSITION TITLE</b>	Substitute Nurse
<b>DATE CREATED or AMENDED</b>	November 7, 2023
<b>DEPARTMENT</b>	Student Services
<b>LOCATION</b>	District Wide
<b>FULL-TIME/PART-TIME</b>	Substitute-Part-time
<b>APPOINTMENT TERM</b>	Indefinite
<b>FLSA: EXEMPT or NON-EXEMPT</b>	Non-exempt
<b>REPORTS TO: TITLE of POSITION SUPERVISOR</b>	District Lead Nurse
<b>OTHER INFORMATION</b>	\$25.00 per hour

**POSITION SUMMARY INFORMATION:**

*In the absence of the School Nurse assigned to the building, the Substitute School Nurse will provide basic health care functions such as examinations and first aid and help maintain a healthy environment for the school. The nurse will also practice school nursing in accordance with the State of Illinois Nurse Practice Act and professional standards of nursing practices. The substitute nurse will work the assigned hours/schedule for the regular nurse.*

**Functions and Responsibilities:**

- Participates in medical examinations and reviews findings to evaluate health status of pupils and progress of program
- Follows health protocols and procedures
- Cooperates with school personnel in identifying and meeting social, emotional, and physical needs of school children.
- Provides first-aid and documents actions taken
- Collaborates with other school personnel to develop services for students, maintains positive and productive relationships with colleagues.
- Counsels students on good health habits
- Keeps student's health a priority
- Assist with in-house physical and immunization clinics
- Performs other basic health care functions as directed by the District Lead Nurse

**Required Education:**

- An Associate's degree in Nursing (ADN) or Bachelor of Science in Nursing (BSN)
- Licensed Practical Nurse (LPN) would be considered with school or pediatric experience

**Required Qualifications:**

2-years' experience performing nursing duties (preferably with children-teens)

**Certifications Licenses:**

- Registered Professional Nurse (RN) License
- Licensed Practical Nurse (LPN)

**Required Knowledge, Skills, and/or Abilities**

- Effective communication skills (Oral and written)
- Demonstrates empathy- caring and compassionate concerning children
- Organization and time management
- Active Listening
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services
- Ability to make good judgements

**Physical Demands:**

The physical demands are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may enable individuals with disabilities to perform the essential functions.

**Work Environment:**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. For example, the noise level for this position is usually quiet.

**Physical Demands/Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgements:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

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Supervisor Signature

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Date

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Employee Signature

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Date