

Substitute School Nurse Job Description

JOB TITLE: Substitute Nurse

REPORTS TO: District Nurse

JOB OR POSITION SUMMARY:

Maintain standard clinic activities in the absence of the school nurse:

- Promote the health, well-being and academic achievement of all students by performing assessment of health disorders and providing treatment and/or appropriate medical intervention.
- Provide support for student educational opportunities through health education, health promotion, disease prevention, and case management of health conditions which will minimize absenteeism and create a climate of well being for the school community.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Assess the physical, mental, and environmental health of students; appraise health needs as they relate to the educational environment and cultural background in accordance with state and local mandates
- Maintain up-to-date health records on students
- Serve as liaison between the education and health communities by providing health counseling and guidance to students, school personnel and parents, and by initiating the necessary follow-up visits with private or community resources
- Perform health care as required by student need
- Assist with yearly hearing, vision and scoliosis screening; conducts lice screenings as needed
- Assist appropriate administrators in planning for the control of communicable disease, for first aid in acute illness or injury, and for safety and sanitation in the building Utilize student contacts to teach positive health concepts and attitudes
- Participate in staff development activities. Provide health-related training to staff When needed
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Ability to oversee and implement health care specific to student needs
2. Ability to organize and set priorities
3. Ability to exercise independent judgment, remain flexible, and work effectively under pressure
4. Ability to maintain confidential information and records
5. Ability to interact with children in a warm, confident manner
6. Ability to manage health systems
7. Ability to establish and maintain effective working relationships with students, staff, and the community

LICENSING/CREDENTIAL AND/OR EDUCATION REQUIREMENTS

1. Valid Texas State RN/LVN License

2. Valid CPR certificate
3. Successful Fingerprint Clearance Report and Disclosure Statement in accordance with state law

PHYSICAL REQUIREMENTS:

Ability to stand, walk, and sit frequently or for prolonged periods of time. Additionally physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling/fingering, talking/hearing conversations, and near/far visual acuity/depth perception/color vision/field of vision.