



<b>Position Title:</b>	School Nurse Substitute
<b>Date Modified:</b>	August 2021
<b>FLSA Classification:</b>	Nonexempt
<b>Reports to:</b>	Head of Student Support Services
<b>Position Purpose:</b>	Provides limited medical care and services to students and staff.
<b>Work Hours:</b>	7:15 a.m. – 4:15 p.m.

### **Description**

A School Nurse Substitute provides limited medical care and services to students, faculty, and staff when the Nurse is absent and responds to medical emergencies when needed.

### **Essential Functions and Tasks**

- Follows the school's Nurse Substitute Handbook.
- Performs all duties assigned to school Nurse.
- Responds to medical emergency situations.
- Performs first aid as needed.
- Calls 911 when there is an illness or injury that needs specialized care.
- Consults with students, parents, and faculty/staff regarding medical treatment.
- Follows confidentiality policies and regulations
- Administers medication to students.
- Contacts parents of students who are ill or injured.
- Communicates information to the appropriate division head and Head of School.
- Remains with students always; never leaves the clinic without appropriate coverage; never leaves a student alone.
- Reports any student issues to the division office immediately.
- Produces a written report on the day's activities and leaves for the Nurse.
- Does not take pictures, record/video, or fraternize with students.
- Exhibits ethical conduct in all areas.
- Maintains confidentiality, exhibits professional behavior, and displays a positive attitude.
- Works collaboratively with the division administration, school specialists, teachers, and teacher assistant colleagues.

- Provides a safe, clean area for students.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

### **Qualifications**

- Credentials: LVN; RN preferred.
- Previous experience in an independent school environment preferred.
- Excellent verbal and written communications skills.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

### **Physical Requirements and Work Environment**

- Climate controlled classroom/school environment with a wide variety of challenges.
- Ability to work outdoors in a wide range of temperatures and weather
- Occasionally lifts up to 30 pounds.
- Stooping, bending, kneeling, standing, walking, reaching, jumping