

SUBSTITUTE NURSE

TITLE: Substitute Nurse

LOCATION: Building

SUPERVISOR: Principal and Director of Special Services

SUPERVISES: N/A

JOB SUMMARY:

Fulfill the daily responsibilities of the school nurse in regard to first aid, distributing medications, tending to student and staff medical needs as required on a daily basis. The school nurse assists in providing the fullest possible educational opportunity for students by minimizing the absence and creating a climate of health and well-being in the schools.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Administers medications from physicians' orders (orally, parentally, nasogastric, or gastrostomy tube).
- Maintains medication records and reports adverse reactions or contraindications to the Principal or physician.
- Manages and provides health room services, including first aid and CPR, according to established procedures.
- Performs medical procedures ordered by students' physicians (catheterization, ostomy care, suctioning, glucose testing, and other approved procedures).
- Provides guidance and counseling in the area of health to students, staff, and parents according to professional standards
- Maintains accurate nurse's notes and records, including summaries of services provided
- Reports all cases of diagnosed or suspected communicable disease
- Performs other duties assigned by the principal

ADDITIONAL RESPONSIBILITIES: None

PHYSICAL ACTIVITY: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: Work is performed in an environment where unusual temperature and hazards are relatively nonexistent. The noise level for work performed in this environment is moderate. The noise level in the work environment is usually moderate.

QUALIFICATIONS:

EDUCATION

Minimum of Registered Nurse (RN) in the State of Illinois.

EXPERIENCE

Prior experience as a school nurse preferred.

OTHER SKILLS AND ABILITIES:

- Understand and carry out both written and oral instructions.
- Current cardiopulmonary resuscitation certification.
- Ability to learn operation of office machines and audio-visual devices.
- Maintain cooperative working relationships and harmony within the workplace.

LICENSES/CREDENTIAL: Require a valid Illinois Driver's License

TERMS OF EMPLOYMENT: Salary is based on market comparisons as determined by the Superintendent. The position is on-call and at-will.

EVALUATION: Performance of this job will be evaluated daily by the Principal