# School Nurse Substitute

**Rev Aug 2025**

**Reports to:** Principal/District Lead Nurse

**Dept./Campus:** Assigned Campus

**Status:** Temporary

**Paygrade:** Daily

**Term:** On-Call-As-Needed

## PRIMARY PURPOSE:

Provide health services to students in the absence of the campus Nurse. Promote health education and prevention health practices for students.

## MAJOR RESPONSIBILITIES AND DUTIES

- **Nursing Services**
  - Provide direct care using professional assessment skills, the nursing process, individualized healthcare plans (IHPs), and established school health protocols. Provide health counseling and instruction to individual students.
  - Assess student problems, communicate with parents regarding individual students, and ensure appropriate referrals and follow-up as needed. Serve as a liaison between school personnel, the family, healthcare professionals, and the community.
  - Notify parent(s)/guardian of accident or illness. Secure emergency medical care for students as needed.
  - Ensure medications are administered to students according to district policy and procedures.
- **Instruction**
  - Provide health counseling and instruction to individual students.
- **Consultation**
  - Work to meet the health needs of the general school population and those students with identified health conditions.
  - Participate in assessment and reporting of suspected child abuse.
- **Administration**
  - Compile, maintain, and file all reports, records, and other documents required, including clinic records and accurate and confidential student health records such as immunization records, medication administration records, individual student treatment records, and IHPs.
  - Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
  - Report potential health and safety hazards to principal.
  - Comply with all district and campus regulations.
  - Follow district safety protocols and emergency procedures.

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- **Professional Development**
  - Maintain professional nursing skills and knowledge as required by the Texas Nurse Practice Act and the Texas Board of Nursing including certification for mandated screenings and Basic Life Support for Healthcare providers (CPR/AED).

## SUPERVISORY RESPONSIBILITIES

- None.

## QUALIFICATION GUIDELINES

**Education/Certification/Experience:**

- Bachelor's degree or Associate's degree from accredited university/professional nursing program. Valid Registered Nurse license (RN), or Licensed Vocational Nurse (LVN) from the Texas Board of Nursing. Certified by the Texas Department of Health to conduct vision, hearing and spinal screening preferred. Current automatic external defibrillator (AED) and cardiopulmonary resuscitation (CPR) certificates. Two years of successful nursing experience, preferably in community health.

**Knowledge/Skills/Abilities:**

- Knowledge of health appraisal to identify student health defects
- Ability to implement policies and procedures
- Knowledge of basic first aid
- Proficient keyboarding and file maintenance skills
- Ability to write routine reports and correspondence
- Strong professional, organizational, communication, and interpersonal skills

**Mental/Physical/Environmental Demands:**

- Equipment used; standard medical equipment including automated external defibrillator (AED); special needs adaptive equipment; standard office equipment including computer and peripherals
- Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Frequent walking, grasping/squeezing, wrist flexion/extension
- Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, and assisting non-ambulatory students
- Exposure to biological hazards, bacteria, and communicable diseases
- Work with frequent interruptions; maintain emotional control under stress