

PERMANENT SUBSTITUTE NURSE

Reports to:	Building Principal/Executive Director of Special Education and Student Services
Classification:	Licensed
FLSA Status:	Exempt
Terms of Employment:	193 days according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the Building Principal and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Permanent Substitute Nurse is employed to give leadership and guidance in the development and maintenance of a total School Health Program. The School Nurse functions as the manager of health care services within the School Health Program. The School Nurse is the deliverer of health services; an advocate for the rights of children; counselor for health concerns of children, families, and staff; and educator for school/community health concerns.

ESSENTIAL RESPONSIBILITIES AND DUTIES: *Additional duties may be assigned*

- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by building principal.
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.
- Complies with State Law and District policies and regulations.
- **Health Appraisal** - Assesses and evaluates the health and developmental status of the student in order to make a nursing diagnosis and establish priority for action.
- **Health Counseling** - Assists pupils and their families to achieve a greater degree of self-sufficiency in handling their health problems.
- **Special Education Programs** - Assists when needed in the planning of educational services appropriate for the student and serves as a member of the I.E.P. Committee for special education programs.
- **Communicable Disease Program** - Responsible for implementing the prevention and control of communicable diseases in the school, for the protection of all pupils and school personnel, in compliance with the rules and regulations established by the local and Missouri Department of Health & Senior Services.
- **Environmental Health and Accident Prevention** - Assists with plans to promote an environment conducive to health and safety.
- **Health Education** - Serves as a health consultant and resource person in health instruction curriculum by providing current scientific information from related fields.
- **School-Community Health Program** - Serves as a liaison among the parents, school, and community health matters.
- **Care of the Sick and Injured** - Assumes the responsibility in caring for the sick and injured in the school in accordance with school policy and the accepted standards of the Missouri Nurse Practice Act.
- Dispenses medications as per District policy and applicable laws.
- Produces letters, forms, reports and requisitions as needed or directed by school nurse.

SUPERVISORY RESPONSIBILITIES:

No supervision

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, be a person of high integrity and maintain confidentiality. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Possession of a current license to practice as a professional Registered Nurse in Missouri.
- Two years of successful clinical nursing practice as a Registered Nurse. Course-work in Assessment Skills desirable.
- Knowledge of the following - the total School Health Program, specific school nursing responsibilities, factors influencing the learning process, public health principles, health education, and public relations.
- Ability to - interpret and carry out the School Health Programs; cooperate and work effectively with students, parents, faculty, and community; show flexibility in adapting to varying cultural and racial groups; make sound judgments and decisions in a wide variety of situations under pressure.
- Current certification in CPR (Adult/Child/Infant).

COMMUNICATION SKILLS:

- Ability to write reports, and business correspondence consistent with the duties of this position.
- Ability to effectively present information and respond to questions from Board members, administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals consistent with the duties of this position.
- Ability to compute rate, ratio, and percent consistent with the duties of this position.

REASONING SKILLS:

- Ability to solve practical problems and deal with a variety of situations in an effective manner.
- Ability to interpret instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

School Nurse
Revised: SY 2022-2023