



EPSD124 Job Description

Substitute School Nurse

GENERAL INFORMATION

TITLE	Substitute School Nurse
DEPARTMENT	Student Support Services
LICENSURE	Licensed as a Registered Nurse in Illinois
CONTRACT	None
FLSA STATUS	Non-Exempt
REPORTS TO	Nurse Coordinator
SUPERVISORY RESPONSIBILITIES	Not Applicable

JOB GOAL

The Substitute School Nurse in the absence of the regular School Nurse, provides primary health and emergency care to students, and staff, promotes wellness and serves as a resource for health concerns in the school setting. The Substitute School Nurse will travel between all five schools according to staffing needs.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

- Provides and/or delegates direct professional nursing services, including assessment, first aid, illness, and emergency care to students and staff.
- Participates as a crisis team member and provides crisis intervention for students and staff in the event of sudden illness or injury.
- Follow medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school.
- Monitor and report all communicable diseases in cooperation with local and state public health agencies.
- Assist as needed with vision and hearing screenings, provide follow-up and evaluation, and maintain appropriate documentation.
- Maintain a current record of the students with special health needs and notify appropriate staff of these needs.
- Assist with maintaining cumulative and up-to-date health records, requesting physician and dental examination records in accordance with the district and state requirements.
- Makes appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.
- Recommends modifications of the school program for students who require accommodations due to a health impairment.
- Follow and maintain individual health care plans for students with complex health care needs.
- Collaborate with district health staff written guidelines concerning the district health programs.
- Consult with parents, school personnel, physicians, mental health providers, and other agencies as needed.
- Participates as a resource in health issues, including staff in-service programs on health topics.
- Maintains confidentiality regarding all school and health-related issues.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree, Licensed as a Registered Nurse in Illinois, Valid Professional Education License endorsed in School Nursing preferred
- First Aid and CPR Program Completion
- Prior experience in a school setting is preferred
- Ability to drive to EPSD124 different school locations
- Excellent communication skills
- Knowledge of current practices for common childhood illnesses and chronic diseases: asthma management, diabetes, insulin pen and pumps, seizure management

- Proficient computer skills

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Education/Preparation

The employee shall possess the equivalent of a high school diploma; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

- July 30, 2024