DATE REVISED: 10/06/2025

Job Title: Substitute Nurse **Exemption Status:** Substitute basis as needed

Reports to: Substitute Coordinator **Dept./School:** Assigned Campus

Primary Purpose:

Implement district health services program to best meets the needs of the student population on the assigned campus. Provide health services to students. Promote health and safety education for students and preventive health practices for students.

Qualifications:

Education/Certification:

- Graduate of an accredited professional nursing education program
- Valid registered nurse license (RN) from the Texas Board of Nursing or from a state participating in the Nursing Licensure Compact (NLC)
- Current automatic external defibrillator (AED) and cardiopulmonary resuscitation (CPR) certificates

Special Knowledge/Skills:

- 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 organizational, communication, and interpersonal skills

Experience:

- 5 years nursing experience

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 parents of accident or illness. Secure emergency medical care for students as needed.
- Develop and implement individualized healthcare plans (IHPs) and evaluate outcomes of skilled and direct nursing care and procedures for medically fragile students to ensure safe integration of the student into the school environment.
- Serve as health advocate for students.
- Ensure that medications are administered to students according to district policy and procedures.

.

- Establish and implement effective procedures for carrying out mandatory screening programs.

Consultation

- Collaborate closely with campus principal and other staff and provide leadership to ensure a healthy school environment. Work to meet the health needs of the general school population and those students with identified health conditions.
- Advise campus administration in crisis or emergency situations and participate in assessment and reporting of suspected child abuse.
- Long term position responsibilities are subject to change with additional duties required. See School Nurse Job Description.

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.
- Follow district safety protocols and emergency procedures.

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).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard medical clinic equipment including automated external defibrillator (AED); special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: 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, assisting non-ambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases

Mental Demands: Work with frequent interruptions; maintain emotional control under stress