

**Roswell Independent School District
Job Description**

Job Title: SUBSTITUTE SCHOOL NURSE

Reports To: NURSING SUPERVISOR AND BUILDING ADMINISTRATOR

General Job Description:

Under the direction of the supervisor(s), provide medical services in the educational environment during the absence of the school nurse.

Essential Duties and Responsibilities:

1. Successfully complete substitute school nurse orientation.
2. Follow the students individualized health/emergency care plans.
3. Provide nursing/medically prescribed interventions including, but not limited to tube feeding, urinary catheterization, glucose monitoring, tracheal suctioning, nebulizer treatments, peak flow measurement, and ventilator care.
4. Administer medication to students in compliance with the Nurse Practice Act.
5. Adhere to the policies and procedures regarding the control of communicable diseases in schools.
6. Collaborate with school nurse supervisor, building principals, building staff, parents and students in the provision of health care for students.
7. Maintain records and reports as required by law, state directives, district policy and administrative regulations.
8. Follow Medicaid building protocol.
9. Adhere to FERPA/HIPAA laws and regulations.
10. Apply practical nursing principles and practices.
11. Take appropriate action in emergencies.
12. Maintain confidentiality with sensitive matters.
13. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
14. Report to work on time and work no less than 7.25 hours per day.
15. Work independently with very little supervision.
16. May be required to perform other duties as assigned by your supervisor.

Supervisory Responsibilities:

None

Qualifications:

1. Must have a current New Mexico Board of Nursing License.
2. Must have a current CPR Certification and First Aid Training.
3. Nursing processes.
4. Universal precautions, infection control; medication administration; medical procedures and treatments; student safety.
5. Valid Driver's license and Car Insurance.
6. Able to travel from site to site.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precaution (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

SUBSTITUTE SCHOOL NURSE (CONT'D)

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date