JOB DESCRIPTION

Job Title: Substitute Nurse
Pay Grade: Substitute Nurse Scale

Reports To: Campus Principal
Terms of Employment: Open

Exemption Status: Non-Exempt

Primary Purpose:
The primary purpose of this position is to be a substitute for nurses in their absence.

Qualifications:

Education/Certification/Requirements:
- Registered Nurse with current Texas license
- Proof of current training in Basic Life Support
- Three current recommendation letters on letterhead
- Attend a scheduled substitute nurse orientation
- Criminal Background check

Special Knowledge/Skills:
- Demonstrate the ability to effectively communicate with district employees, parents and students

Experience:
- One year experience preferred

Major Responsibilities and Duties:
1. Reports to campus secretary and/or administrator upon arrival to building.
2. Practices within the defined limits of the Texas Nurse Practice Act.
3. Maintains established routines and procedures in assigned nurse’s office such as: medication administration and special procedures according to physician orders.
4. Assumes responsibility for student health care during the school day.
5. Notifies parents of accident or illness and secures medical care for students in emergency cases if parents or emergency contact cannot be reached.
6. Performs any extra duties normally assigned to the regular nurse.
7. Upholds and adheres to safety rules and policies of the SISD safety program.
8. Supports the goals and objectives of the school district and follows all district policies.
9. Performs any other duties as assigned by the appropriate supervisor.
10. Demonstrates the ability to attend work on a regular routine basis to avoid disruption to district operations.
11. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress, ability to provide health care services

Physical Demands/Environmental Factors: Moderate standing, stooping, bending, and lifting

ADOPTED: 4-17-01 AMENDED: 4-07-03, 1-11-13, 10-5-16, 10-23-17
Substitute Nurse

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

______________________________________________
Employee Name (please print)

___________________________________________  __________________________
Signature Date

Secorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District’s policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 4-17-01 AMENDED: 4-07-03, 1-11-13, 10-5-16, 10-23-17