



## **The Lamplighter School**

11611 Inwood Road  
Dallas, Texas 75229  
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### **Substitute School Nurse**

**Reports to:** Assistant Head for Teaching & Learning in Early Childhood

**FLSA Status:** Salaried, Exempt

**Work Schedule:** Temporary/Part-Time/PRN

#### **Position Overview:**

This is an on-call position where the employee is contacted on an as-needed basis to provide coverage when the school nurse is out of the office. Under the supervision of the Assistant Head for Teaching & Learning in Early Childhood, the Substitute School Nurse will be responsible for implementing best practice measures to ensure the promotion of health and wellness within the school environment. The Part-Time School Nurse plays an integral role as an advocate, liaison, and consultant on health-related issues for students, families and the school community.

#### **Job Responsibilities:**

- Provide communicable disease prevention and control programs (i.e., perform temperature screenings of students and employees, track, monitor and record immunizations, screen for skin/scalp conditions)
- Offer direct care during the school day to students and employees
- Manage the medical needs of students with chronic health concerns
- Clearly and effectively communicate with parents, healthcare providers, along with faculty and staff regarding student health concerns while maintaining confidentiality.
- Adhere to Texas State immunization reporting requirements
- Assess and identify student health needs, offer referrals and resources to students and families
- Educate students, parents, and employees on various health issues
- Participate as an active member of the Emergency Management Team in the absence of full-time nurse on duty
- Provide guidance and counseling in the area of health to students, employees, and parents according to professional standards
- Maintain accurate nurse's notes and records, including summaries of services provided
- Perform all other related duties as assigned

#### **Education and Experience:**

- Bachelor of Science in Nursing required
- Minimum of two years of experience as a school nurse
- Valid Registered Nurse (RN) license to practice professionally in Texas required

- Considerable knowledge of childhood growth and development in accordance to therapies and treatment
- Basic understanding of health appraisal and immunization record collection and management
- CPR/AED Certification required
- Respectful of the school culture
- Understand and support the Lamplighter School commitment to diversity and inclusion
- Must be punctual and dependable
- Exhibit leadership, critical thinking, organization and decision-making skills, along with objectively using professional judgment
- Must adhere to local, state and federal guidelines to ensure compliance of the overall health within the school community.

**Job Knowledge, Skills, and Abilities:**

- Must have strong organizational skills
- Ability to effectively handle multiple tasks
- Ability to assess situations and act quickly
- Must have strong computer programming knowledge, including electronic health records management and internet research retrieval; MAGNUS Health experience preferred
- Excellent interpersonal and communication skills, both verbal and written
- Ability to work as part of a team and willingness to collaborate with colleagues
- Ability to work with limited supervision
- Demonstrated ability to work with people from diverse ethnic groups