



Job Description: Substitute School Nurse

Accountability: The Substitute Nurse is directly responsible to the Associate Head of School in fulfilling all responsibilities, but takes daily guidance and direction from the school nurse(s), TAMS Principal, and/or Director of Residential Life. This position is filled on an “as needed” basis, with hours of service from 8:00AM to 3:00 PM.

Job Requirements – This position requires a person who:

- Has specific clinical knowledge-based competencies required to perform all job functions, including assessment, planning and the coordination of health care for individuals and groups within the school community
- Utilizes clinical knowledge to implement individual health care plans
- Adapts to the demands of a comprehensive and dynamic school community
- Demonstrates caring, kindness and respect to all members of the school community through the delivery of health care services.
- Is able to:
 - communicate effectively,
 - exercise judgment and discretion,
 - maintain confidentiality, and adapt quickly and successfully to changing situations
 - Has excellent skills of verbal and written communication

Performance Responsibilities – The Substitute School Nurse will:

- Provide healthcare assessment to students and staff
- Oversee medication administration, health care procedures, and the implementation of healthcare plans
- Make decisions related to the delegation of healthcare tasks as directed by state laws and professional practice guidance, as applicable
- Serve as a consultant with other school professionals, such as food service personnel, physical education teachers, coaches, and school counselors, as needed
- Communicate with parents, community healthcare providers, school personnel and administrators, as necessary to ensure the safety and well being of students and the school community, as well as to implement health care plans
- Oversee infection control measures, including but not limited to COVID-19 response practices

Required credentials

- Five or more years of nursing experience, preferred
- Maintain a current and valid RN license in the State of Maine