



**FRANCIS HOWELL SCHOOL DISTRICT - JOB DESCRIPTION**  
**SUSTITUTE SCHOOL NURSE**

**Location:**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Central Admin.             | <input type="checkbox"/> Annex                       | <input type="checkbox"/> Burbes Bldg.                   |   |
| <input checked="" type="checkbox"/> Becky-David EL  | <input checked="" type="checkbox"/> Castlio EL       | <input checked="" type="checkbox"/> Central EL          | <input checked="" type="checkbox"/> Daniel Boone EL |
| <input checked="" type="checkbox"/> Fairmont EL     | <input checked="" type="checkbox"/> Harvest Ridge EL | <input checked="" type="checkbox"/> Henderson EL        | <input checked="" type="checkbox"/> Independence EL |
| <input checked="" type="checkbox"/> J. Weldon EL    | <input checked="" type="checkbox"/> Warren EL        | <input checked="" type="checkbox"/> Barnwell MS         | <input checked="" type="checkbox"/> ME Bryan MS     |
| <input checked="" type="checkbox"/> FHMS            | <input checked="" type="checkbox"/> Hollenbeck MS    | <input checked="" type="checkbox"/> Saeger MS           | <input checked="" type="checkbox"/> FHCHS           |
| <input checked="" type="checkbox"/> FHHS            | <input checked="" type="checkbox"/> FHNHS            | <input type="checkbox"/> FH Union                       | <input type="checkbox"/> Heritage                   |
| <input checked="" type="checkbox"/> EC FEC-Hackmann | <input checked="" type="checkbox"/> EC FEC-Central   | <input checked="" type="checkbox"/> EC FEC Meadows Pkwy |   |

Date (Original): 9/2005    Date (Revised): 10/29/08  
 Reports to (Title): Nurse Coordinator / Site Administrator

To be completed by Human Resources: FLSA Status:  Exempt (Sal)     Nonexempt (Hrly)    EEO Category: \_\_\_\_\_  
 Organization Title: **SUBSTITUTE NURSE**    PG: \_\_\_\_\_  
 Position Description SHORT: **XX NURSE**    Job Code: High School: \_\_\_\_ Middle School: \_\_\_\_ Elem.: \_\_\_\_

**JOB SUMMARY/PURPOSE:** Strengthens and facilitates the educational process by promoting the well being of the school community through effective nursing practices in accordance with District and Board of Education Policies/Regulations

**MINIMUM QUALIFICATIONS:** Graduate of an accredited school of nursing. Licensed to practice as a professional registered nurse in Missouri. CPR Certification is required.

**Knowledge/Skills** – Possesses a basic understanding of the state Medicaid Program. CPR (required). Good written and oral communication skills. Competent physical assessment skills. PC skills in word-processing and spreadsheet software (preferred).

**Experience** - Nursing care experience and background in emergency care.

**DUTIES/RESPONSIBILITIES:**

**1. Attends to ill or injured students and staff.**

Examples of Work Performed:

- A. Identifies and treats common physical conditions for children, adolescence and adults
- B. Able to perform Adult and/or Child CPR (for elementary and preschool nurses), in a realistic setting and skilled in the use of Automated External Defibrillators (AED).
- C. Implements compliance plan of the school district with regard to communicable disease and immunization laws.

**2. Administers medications to students in accordance with District and Board of Education Policy.**

Examples of Work Performed:

- A. Administers prescribed medication(s) to students according to physician's order and in accordance with the Physician's Desk Reference

**DUTIES/RESPONSIBILITIES:** (continued)

**3. Conducts screening activities.**

Examples of Work Performed:

- A. Conducts vision and hearing screenings, if needed.
- B. Conducts blood pressure screenings at appropriate levels, if needed.

**4. Maintains the efficient operation of the Health Office.**

Examples of Work Performed:

- A. Periodically conducts inventory and replenishes supplies if needed.
- B. Inventories all student prescription medications.
- C. Knowledgeable in computer skills (i.e. data entry, word processing) and completing or initiating data based entries.

**PHYSICAL DEMANDS:** (also see Physical Demands Checklist, attached)

While performing the duties of this position, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, and to lift or move up to 50 pounds. Specific vision abilities required included close vision, distance vision, the ability to adjust and focus and depth perception. The incumbent must independently transport him/herself to various sites in the District as well as schools and other locations in the metropolitan area.

**WORK ENVIRONMENT / CONDITIONS:**

The work setting involves performance in a school environment which is associated with tasks that are interrupted by persons having special and/or immediate needs. Work conditions feature vigilant attention to protect the safety and well being of students and staff. Position involves chronic exposure to risk of infection.

**EQUIPMENT / TOOLS/ MATERIALS USED:**

Standard nursing equipment and first aid supplies. Personal computer, fax, copier and phone.

**REQUIRED PERSONAL PROTECTIVE EQUIPMENT:** As may be required by District policy and Federation or State regulations pertaining to safety. Universal Precautions / blood borne pathogens standards apply to the position.

**TERMS OF EMPLOYMENT:** Acceptance of daily assignments.

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Prepared by: Kathie Atchison

Approved by: David Kuhar

Job Title: Subfinder Specialist

Job Title: HR Director, Non-Cert Personnel

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The statements contained within this document are not to be construed as an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs, or technological changes). This job description does not create an employment contract.

<b>POSITION TITLE: Substitute Nurse - School</b>					
Division Location: Multiple Locations					
Date Completed: 10/29/08					
Completed by- (Type Name & Title): Janet Stiglich, Nurse Coordinator					
Instructions: Based upon a typical workday place a mark in the appropriate column.	Never	Occasionally	Often	Frequently	
	0 hours	1-3 hours	3-6 hours	Over 6 hours	Constant
Lifting:					
0 - 20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 - 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50 - 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying:					
0 - 20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 - 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50 - 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving\Pushing\Pulling					
0 - 20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 - 50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50 - 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/Holding with Hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using Feet for Repetitive Movements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extremes of Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extremes of Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER CRITERIA: List below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicate requirements for:					
Minimum Acceptable Vision Characteristics:	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Excellent		
Color Vision Required:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No			
Minimum Acceptable Hearing Characteristics:	<input type="checkbox"/> Total loss	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Excellent		
Manual Dexterity Required:	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Excellent		
Talking/Speech Characteristics Required:	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Excellent		