

Substitute Nurse District Wide

LYON COUNTY SCHOOL DISTRICT- HR Department

Classified Nurse Substitute

Job Group: Instruction

Classification: Classified

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Under the direction of a Certified School Nurse and the assigned principal, renders specialized health care to physically, emotionally, mentally, and multiply disabled students and performs other health related, clinical and classroom duties as necessary. Performs related work as required by site administrator. This person will be expected to adhere to the LCSD Professional Standards for Classified Employees as outlined in policy and the CBA and report directly to the school site administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Performs specialized procedures under the guidance of the Nurse Practice Act
2. Conducts initial health screening, including the performance of height, weight, vision, hearing, and scoliosis screening at designated grade level, referring those who fail screening to appropriate physicians or agencies for evaluation, and follows up on those students referred
3. Responds in emergency situations, such as administering emergency nursing care to students and school staff presenting with acute/urgent illness, injury or health issues
4. Orders supplies for the efficient operation of the school medical office
5. Verifies and monitors immunization records and communicable disease status in the school ensuring that all students meet the requirements of state law
6. Provides routine student healthcare
7. Responds to routine and emergency requests, and
8. Administers legally prescribed, labeled and dispensed medications with written medical and parental permission to students following a safe and reliable medication procedure.

POSITION EXPECTATIONS:

1. Knowledge of First Aid Procedures, medical terminology, and CPR.
2. Learn techniques and practices in administering to students with disabilities.
3. Ability to handle emergency situations without supervision and making sound health care decisions.
4. Work professionally and collaboratively with administration, staff, parents, and community
5. Abide by policies and procedures related to school health services, recognizing hazards and applying safe work methods.
6. Provides resources and health counseling to students, families and school staff under the direction of a Certified School Nurse.
7. Perform other job-related duties as may be assigned by the site administrator/supervisor.

POSITION REQUIREMENTS:

Education and Training:

High School Diploma required.

Bachelor's Degree from an accredited college or university preferred.

Licenses and Certifications:

Must possess a current Heartsaver + AED CPR card from the American Heart Association. License issued by the Nevada State Board of Nursing as Licensed Practical Nurse (LPN) or a Registered Nurse (RN) preferred.

When applying for a classified position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, stand, and perform physical activity for extended periods of time as applicable. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may frequently be required. Heavy lifting (25 pounds or more) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work on equipment and/or machinery that poses inherent risks. May involve work in crowded environments.

Hazards: Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting		X		
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		

Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:	X			
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data				
Computer Monitor/ CRT		X		
Driving a Vehicle	X			
Working Alone		X		
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment	X			
Respirator Use	X			
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				