



HILLTOPPERS

Position: Substitute School Nurse
Reports to: Associate Head of School

Position Overview

The substitute school nurse provides temporary coverage for the school nurse and ensures the delivery of onsite healthcare services and first aid to students and staff. The substitute school nurse will be responsible for supporting students' care plans, administering medications, and responding to the medical needs of students and staff during the school day.

The substitute nurse's hours are 7:45 a.m - 3:15 p.m. on school days.

Primary Responsibilities

- Provide primary healthcare services to students including assessment for illness/injury, treatment of illness/injury in the absence of the school nurse.
- Administer medications and treatments according to physician orders and parental consent.
- Maintain accurate health records by documenting care provided, including medications administered and incidents managed.
- Work with teachers, counselors, and administrators to address student health concerns.
- Communicate effectively with families regarding health-related issues or incidents.
- Maintain confidentiality and adhere to legal and ethical standards in healthcare practice.

Qualifications

- Minnesota Registered Nurse (RN) license preferred; Minnesota Licensed Practical Nurse (LPN) required.
- Experience in school nursing preferred.
- CPR and First Aid Certification required.
- Strong interpersonal and communication skills.
- Ability to work independently and collaboratively within a team.
- Knowledge of healthcare laws, regulations and best practices in school nursing, including an understanding and adherence to the nursing scope of practice.
- Compassion, empathy, and a genuine interest in promoting student health and well-being.