



Substitute School Nurse (PRN—As-Needed) Job Description

We are seeking compassionate and reliable Substitute School Nurses to join our team on a PRN— as-needed basis. This role provides essential healthcare support to students and staff in the absence of the regular school nurse. The ideal candidate will demonstrate strong clinical judgment, excellent communication skills, and a genuine commitment to student well-being, ensuring a safe and healthy learning environment.

About Stanley Clark:

Stanley Clark is a preschool through grade 8 school in South Bend, IN. We seek to employ individuals who embody the school's mission to inspire each student to find a joy of learning through a comprehensive journey rooted in excellence, igniting limitless potential.

Core Values

- Engage as empathetic critical thinkers
- Seek and build meaningful and authentic connections
- Foster a nurturing environment of kindness and integrity
- Empower through respectful collaboration
- Embrace a spirit of curiosity

Essential Duties & Responsibilities:

- Provide first aid and emergency care to students.
- Administer medications and prescribed treatments in accordance with physician orders and school policy.
- Monitor student health needs, including chronic conditions such as, but not limited to, asthma, diabetes, or allergies.
- Maintain accurate health records and documentation in the electronic medical record.
- Support the school environment by promoting health and safety practices.
- Communicate effectively with parents, teachers, and administrators regarding student health concerns.



Qualifications:

- Current Registered Nurse (RN) or Licensed Practical Nurse (LPN) license in Indiana.
- Current CPR/AED/First Aid certification.
- Previous experience in pediatrics, public health, or school nursing preferred, but not required.
- Strong organizational and communication skills.
- Ability to adapt quickly and work independently in a school setting.

Schedule & Compensation:

- PRN - As needed during school hours typically 8:00 AM - 3:30 PM Monday - Thursday and Friday 8:00 AM - 12:30 PM
- Compensation - \$45/hour (*Because this is a PRN—as-needed position, no additional benefits or time off is provided*)

How to Apply:

Interested candidates should submit an Employment Application and the following documents on [Stanley Clark's website](#):

- Resume
- Copy of current Registered Nurse License in Indiana
- Copy of current CPR/AED/First Aid certification
- At least 3 Professional References

Questions about the role may be directed to Jackie Scheel at nurse@stanleyclark.org.

The Stanley Clark School is an equal opportunity employer. The Stanley Clark School does not discriminate on the basis of race, color, national or ethnic origin, gender, or sexual orientation in administration of its educational policies, admissions policies, scholarship programs and athletic or other school-administered programs.