



### **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 approximate hours of service from 8:00 AM 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 healthcare 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 in verbal and written communication

**Performance Responsibilities** – The Substitute School Nurse will:

- Provide healthcare assessment to students and staff
- Oversee medication administration, healthcare 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 healthcare 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

### **Required Application Process**

All those interested in applying must submit:

- Non instructional school application form (available for download ([here](#)))
- Letter of interest
- Transcript of any college coursework
- List of three references with contact information

All materials should be submitted electronically to [lisa.estabrook@thorntonacademy.org](mailto:lisa.estabrook@thorntonacademy.org).

If electronic submission is not possible, materials may be mailed or delivered to:

Lisa Estabrook Thornton Academy 438 Main Street Saco, ME 04072

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