

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Substitute Nurse Position Description

LOCATION: Various Schools

JOB CATEGORY: Part - Time

PAY GRADE: Miscellaneous Scale

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Director/Supervisor of Special

GENERAL DEFINITION AND CONDITIONS OF WORK

Substitutes for the register nurse who is responsible for implementation of a school health program for a school population as defined by the school division under the direction of Director of Special Services and Principal. Performs selected nursing acts and collaboration with licensed health professionals to implement school health services. Evaluates and meets or determines the need for additional services of immediate medical assistance of referred students and school personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Maintains and respects confidentiality of student and school personnel information, while maintaining the safety and welfare for all students and staff members;
- Follows federal, state, and local laws, regulations, and policies regarding children's educational welfare;
- Reports any pertinent information to the proper authorities in cases of child endangerment, neglect, or abuse to the Principal;
- Provides direct health services to students in assigned schools and attendance area. Assesses students' health needs as they arise and/or as requested by school administration;
- Maintains health clinics in assigned schools;
- Confers with teachers on student health matters in assigned schools and attendance area;
- Remains informed and knowledgeable about health provisions within Virginia School Laws;
- Maintains accurate records of all services provided;
- Maintains licensure/certification; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Serves as a liaison with parents, primary health care providers and any other health officials/agencies that may be participating in the case

- management process;
- Attends workshops/seminars/professional meetings to stay informed of new developments and literature in nursing;
 - Cooperates with staff members and parents in maintaining a positive climate;
 - Complies with and supports school and division regulations and policies;
 - Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
 - Provides a good role model in appearance, demeanor, dress and behavior for the students served;
 - Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
 - Models non-discriminatory practices in all activities;
 - Performs other duties as assigned by the building principal or Director of Special Services to address district-wide needs in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Decision-making skills are a significant skill of the job, affecting a large segment of the school, students, and teachers. Candidate must possess knowledge of nursing practices.

EDUCATION AND EXPERIENCE

Must hold a minimum of a certification as a EMT, LPN, CNA, or RNA current license. Candidates must hold a current certification in CPR-American Heart Association or American Red Cross.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school settings to include: school clinic, offices, conference centers, gymnasium, playground areas, and classrooms. Frequent walking, stooping, standing, lifting, up to approximately 20 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds. Other limited physical activities may be required. Frequent contact with the students, school administration, school personnel, the Director of Special Services, other health agencies, and parents is a requirement. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work. Travel may

be required. Candidate must possess the ability to work with special needs students.

Frequent contact with parents by phone and in person may be necessary. Occasional contact with medical professionals may be required.

EVALUATION

The Director/Supervisor of Special Services in collaboration with the Building Principal will be evaluate performance in accordance with school board policy and administrative regulations on evaluation of personnel.