



Substitute School Nurse Job Description

An ESS substitute school nurse assists in providing the fullest possible educational opportunity for students by minimizing absence due to illness and creating a climate of health and well-being in the schools.

Key Responsibilities

- Provide critical care services to medically fragile students as assigned
- Administer medications from physicians' orders
- Administer asthma medication through the use of a nebulizer, when applicable
- Maintain medication records and reports
- Assist with personal hygiene tasks for assigned student(s)
- Maintain effective communication with medical, nursing, and district personnel
- Manage and provide health room services, including first aid and CPR, according to established procedures
- Transportation and supervision of any student determined to need immediate care
- Perform medical procedures ordered by students' physicians
- Provide guidance and counseling in the area of health to students, staff, and parents according to professional standards
- Maintain accurate nurse's notes and records, including summaries of services provided
- Report all cases of diagnosed or suspected communicable disease to the necessary agencies
- Maintain an inventory of health room supplies
- Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis
- Report environmental conditions which may adversely affect the safety and health of the students and staff
- Adherence to the schools prescribed emergency action plan for responding to an emergency, including the use of an AED
- Perform other duties assigned by the school district or ESS

Knowledge & Skills

- Follow oral and written directions
- Establish effective working relationships with staff and students
- Follow students IEP/504 plan to properly administer medications and care for any student who becomes injured or ill while at school or participating in school-sponsored functions
- Work with frequent interruptions
- Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information

Special Requirements

- Candidate must attend an orientation/training session and complete required district and state credentialing requirements (Background check, Fingerprinting)

Physical Requirements

- Frequent sitting, walking, standing, stooping, and occasional lifting of equipment and/or materials; other physical activities may be required
- 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, and observing general surroundings and activities
- Occasional movement of students by wheelchairs and other mechanical devices may be required
- Daily personal and close contact with children to provide necessary medical care
- Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute

Advantages of Being an ESS Substitute School Nurse

- Flexible Hours - Choose the days and locations where you want to substitute; work up to 5 days per week
- Health Benefits - Receive a variety of insurance options including medical, dental, vision, life, disability, critical illness, and accident
- Weekly Pay & 401(k) - Gain fast access to your hard-earned wages and take advantage of the retirement through our tax-advantaged 401(k) plan
- Training - Participate in our interactive training course and accessible online modules ensure you are well-prepared
- Employee Programs - Enjoy our monthly raffles, Employee of the Month program, referral program, and employee discount program

ESS is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.