

**Job Title:** Substitute Registered Nurse  
**Reports to:** Executive Director of Special Education and Registered Nurse (ESA)  
**Work Schedule:** On Call Basis  
**Salary:** Salary Schedule #14 – E1 & 2

### **Job Summary:**

In the absence of the regular employee, the Substitute Registered Nurse, as part of the Health Services team, will be responsible for advising the district on health and safety issues; drafting school Health Services policies and procedures; consulting with staff, students, families, and community resources; participating on the special education team; and delegating, training, and supervising licensed and unlicensed staff who may perform nursing duties according to the Nurse Practice Act. The Health Services Coordinator will perform in a supervisory capacity.

### **Essential Job Functions:**

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Supervise, consult, and oversee the Health Room Assistant and functions of the building's health rooms
- Coordinate and participate in State mandated screening
- Responsible for student immunization compliance according to Washington State RCWs
- Delegate nursing procedures required for school attendance to both the general education student population and the medically handicapped population according to Nurse Practice Act
- Communicate with parents regarding student health concerns and illnesses
- Supervise the maintenance of student health records
- Alert staff to health concerns of students on a need to know basis
- Gather and assess developmental data, prepare written reports, and participate in building Child/Student/Multidisciplinary team meetings
- Develop health related IEPs and attend IEP meetings as requested
- Consult on student placement decisions
- Develop individual health care plans
- Provide health counseling and referral services to students, families, and staff
- Make home visits as necessary for the welfare of the student
- Confer with building staff on health and safety issues
- Provide consultation and follow-up to classroom teacher referrals
- Investigate and act on routine health concerns and/or injuries
- Communicate and disseminate information to and from physicians, parents, and other medical staff according to WACs and RCWs
- Participate in continuing education classes required to maintain school nursing knowledge and skills
- Attend and participate in nursing, health services, and community health related meetings
- Insure school district's compliance with health related State and Federal regulations
- Develop health related policies and procedures
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

### **Desired Skills:**

- Ability to delegate, train, and supervise licensed and unlicensed personnel
- Ability to work with students' health related IEPs and educational IEPs
- Ability to assess the need for medical care of students and employees
- Ability to deal with students in a warm and confident manner
- Ability to work effectively with special needs students
- Ability to establish and maintain effective working relationships with students, staff, and families
- Ability to be flexible, prioritize duties, organize activities, and work independently
- Ability to communicate in English tactfully and effectively orally and in writing

**Desired Skills (continued):**

- Ability to operate a PC computer and district adopted software including Microsoft Office, Gmail, and Skyward
- Knowledge of Nurse Practice Act as it relates to school nursing
- Knowledge of current health care practice and nursing techniques and procedures
- Willingness to delegate, train, and supervise licensed and unlicensed staff

**Minimum Qualifications:**

- High School diploma or equivalent (documentation required at time of application)
- Valid Washington State Registered Nurse license to be maintained for duration of this job
- Valid 1<sup>st</sup> Aid and CPR training to be maintained for duration of this job
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings within thirty (30) calendar days from hire date

**Work Environment:**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, stand for periods of time, and lift in order to assist a student with personal care. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

**Evaluation:**

The substitute shall be evaluated periodically by the Executive Director of Special Education and/or Registered Nurse (ESA) pursuant to the currently established district procedures and evaluation criteria.

**Classification History:**

Job description developed October 2011.

Job description revised April 2012.