



Position Title: Substitute School Nurse

Department: District-wide

Supervisor: Site Administration/ District Substitute Coordinator

Term of Employment: Temporary

Salary Classification: Daily Rate

Job Summary: The person in this role will be responsible to create a climate of health and well-being within the school environment as he or she covers the absence of the assigned school nurse.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, duties, knowledge, skills and other characteristics. This list is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by incumbents in this class.

ESSENTIAL DUTIES AND RESPONSIBILITIES generally include the following. Other duties may be assigned:

- Temporarily coordinates the health program within the assigned school.
- Supervises and administers health screenings (hearing, vision, scoliosis, sickle cell, health assessments) and provides for follow-up.
- Audits health records for immunization status of all students, and notifies parents of deficiencies and recommends immunizations.
- Serves as a health resource person for students, staff, and parents.
- Provides emergency health care for students and staff.
- Maintains health records of all students.
- Contacts parents, or visits homes when necessary.
- Complies with the policies of the school, district, and state laws relative to the administration of medicine to students.
- Functions as a key member of the team involved in educational referrals.
- Performs other duties as assigned or required.

KNOWLEDGE AND SKILLS:

- Knowledge of applicable Federal, state, county and city statutes, rules, policies and procedures.
- Knowledge of applicable Peoria Unified School District and departmental policies and procedures.
- Completion of additional coursework or training sessions for school nursing preferred, including New School Nurse Seminar, if appropriate.
- A professional commitment to attend workshops and continuing education activities required.
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, the general public and others having business with the school district.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: Possession of a current Arizona RN license, basic CPR certificate, and an Arizona IVP Fingerprint Clearance Card , 2 years recent experience in a public nursing, medical, pediatric, or emergency room setting is required. OR, any equivalent combination of experience and

education from which comparable knowledge, skills and abilities have been achieved.

OTHER REQUIREMENTS:

- Must be able to pass a fingerprint and background clearance check.
- Must be able to obtain and maintain an Arizona drivers license.
- May be required to lift and carry heavy, bulky supplies and materials weighing up to 20 pounds.
- May be required to lift students weighing up to 60 pounds.
- May be required to work outside normal working hours.
- May be required to travel to perform work functions.

Application Procedure:

Apply Online