



NEW: Submitted:
09/15/2021 09/14/2021

JOB TITLE:	SUBSTITUTE NURSE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	LPN 6-SUB-08
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8953
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES
Assesses, plans and implements the nursing process, provides classroom instruction appropriate and maintains accurate medical records. Promotes wellness and disease prevention by early detection and correction of health problems that may interfere with learning, growth, and development.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Exercises proficiency in medical knowledge and skills in pediatric, adolescent and adult preventive health
Assesses students, develops a health care plan appropriate to the student's needs, and documents medical records
Assesses students' health care needs and counsels with parent/guardian as needed to ensure resources available for care
Participates in student/parent conferences, including initial intake conferences
Develops and implements preventive health instruction within guidelines/approval of the office of student health using the team approach
Explores community resources and on request schedules appointments to facilitate optimal care
Maintains appropriate medical records and orders supplies and health teaching materials
Provides instruction in other health related programs
Provides health services, if needed, for which training will be provided
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, and driving automotive equipment.

MINIMUM QUALIFICATIONS
Current Kentucky Registered Nurse (RN) license or license recognized by the KY Board of Nursing through the Interstate Compact
One year of nursing experience
Associate Degree or Nursing Diploma
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree in Nursing
Classroom Teaching Experience

Experience in school, community and/or pediatric nursing
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Experience in a diverse workplace
