



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

Experience in a diverse workplace