International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Substitute Nurse **Exemption Status/Test:** Non-Exempt

Reports to: Director of Health Services **Date Revised:** 4/23/2025

Dept./School: Health Services

Primary Purpose:

The Substitute Nurse is responsible for assessing, planning, implementing, coordinating and evaluating school health services within the context of a coordinated school health program, which includes providing a safe and healthy environment for students in the absence of the School Nurse.

Qualifications:

Education/Certification:

- Associate's Degree or Bachelor's Degree required
- Valid licensure as an EMT – Paramedic, Licensed Vocational Nurse (LVN), or Registered Nurse (RN)
- CPR/AED Certification
- Registered Nurse license (RN) verified from the Texas Board of Nursing, preferred
- Vision, Hearing, Spinal and Acanthosis Nigricans Certification, preferred

Special Knowledge/Skills:

- Knowledge of health appraisal to identify student health defects
- Ability to implement policies and procedures
- Knowledge of basic first aid Proficient keyboarding and file maintenance skills
- Ability to write routine reports and correspondence
- Strong organizational, communication, and interpersonal skills

Experience:

- Three years of experience as an EMT – Paramedic, Licensed Vocational Nurse (LVN), or Registered Nurse (RN).

Major Responsibilities and Duties:

Nursing Services

1. Provide direct care using professional assessment skills, the nursing process, individualized healthcare plans (IHPs), and established school health protocols. Provide health counseling and instruction to individual students.

2. Assess student problems, communicate with parents regarding individual students, and ensure appropriate referrals and follow up as needed. Serve as a liaison between school personnel, the family, healthcare professionals, and the community.

3. Notify parents of accident or illness. Secure emergency medical care for students as needed.

4. Implement individualized healthcare plans (IHPs) and evaluate outcomes of skilled and direct nursing care and procedures for medically fragile students to ensure safe integration of the student into the school environment.

5. Serve as health advocate for students.

6. Ensure that medications are administered to students according to district policy and procedures.

7. Implement effective procedures for carrying out mandatory screening programs.

Consultation

8. Collaborate closely with campus principal and other staff and provide leadership to ensure a healthy school environment. Work to meet the health needs of the general school population and those students with identified health conditions.

9. Advise campus administration in crisis or emergency situations and participate in assessment and reporting of suspected child abuse.

Administration

10. Compile, maintain, and file all reports, records, and other documents required, including clinic records and accurate and confidential student health records such as immunization records, medication administration records, individual student treatment records, and IHPs.

11. Maintain clinic inventory of supplies.

12. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.

13. Report potential health and safety hazards to principal and Director of Health Services.

Supervisory Responsibilities:

Direct the work of assigned health clinic aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard medical clinic equipment including automated external defibrillator (AED); special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting non-ambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.