



Job Description for Substitute Nurse

Position Type	Nonexempt
Compensation	Hourly
Supervisor	Principal
Primary Duties	Responsible for the nursing skills and health knowledge in the school environment to promote maximum health and wellbeing of students in the absence of the regular school nurse.
Education Requirement	<ul style="list-style-type: none"> • Valid Missouri Registered Nurse License • Valid first aid/CPR certificate
Experience	<ul style="list-style-type: none"> • Possess evidence of other adequate preparation, background, or experience as determined by the school administration.
Physical Requirements	<ul style="list-style-type: none"> • Ability to stand, walk, and sit frequently or for prolonged periods of time. Additional physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling/fingering, talking/hearing conversations, and near/far visual acuity/depth perception/color vision/field of vision.
Job Requirements	<ul style="list-style-type: none"> • Ability to oversee and implement health care specific to student needs. • Ability to organize and set priorities. • Ability to exercise independent judgment, to remain flexible, and work effectively under pressure. • Ability to maintain confidential information and records. • Ability to interact with children in a warm, confident manner. • Ability to manage health systems. • Ability to establish and maintain effective working relationships with students, staff, and the community.
Essential Function	<ul style="list-style-type: none"> • Adhere to the LWCS Board Policy Manual, ideal-employee profile, and employee handbook. • Reports to the principal or school secretary upon arrival at the school. • Perform health care as required by student need. • Develop and maintain health care plans for students with health problems. • Maintain up-to-date health records on students. • Assist appropriate administrators in planning for the control of communicable disease, for first aid in acute illness or injury, and for safety and sanitation in the building. • Other duties as assigned.
Equipment used for this job	Computer, standard office equipment, medical equipment

“The mission of Living Word Christian School is to assist Christian families in equipping students with a Christ-centered education, empowering them to impact the world for the glory of God.”