

## POSITION DESCRIPTION

**Position:** Substitute Nurse (LSN)

**Purpose:** To promote school-wide health learning and optimal levels of well-being in students and staff.

**Primary Customers:** **Internal:** All employees

**External:** Students, parents, and community

**Position Qualifications:** **Education/Certification:**

- Licensed School Nurse (LSN) licensure through the Minnesota Department of Education required

**Experience:**

- One year of relevant practice and experience in pediatrics and/or public health preferred.

**Qualifications:**

- Ability to effectively present information and respond to questions from groups of managers, clients, and community providers/resources.
- Utilizes a distinct knowledge base for decision making in nursing practice including physical and psychosocial development, pathophysiology and management of common acute, chronic, and infectious conditions, issues related to injuries and health risk behaviors; physical assessment and nutritional evaluation; mental health concerns, learning disabilities and cultural awareness.
- Ability to establish and maintain effective working relationships and collaborate with students, families, school staff and administration, and community providers and resources.
- Ability to speak clearly and concisely in written or oral communication.
- Ability to demonstrate flexibility, multitask, and prioritize health-related tasks and support during the day.

All positions are designed to support the **MISSION** of the Eden Prairie School district:

*Inspiring Each Student Every day.*

**Essential Responsibilities:**

**1. Student and Staff Accountability.**

- Identifies health problems of students through health assessment. Initiates, monitors, and reviews student health records (pupil health record, emergency referral forms, immunization records and reports of physical examination.).
- Communicates current health problems, needs and concerns of students to their parents, health care providers, and appropriate school staff.
- Administers or delegates medications and treatments to students per physician's order and parent authorization.
- Provides health counseling to students to assist them in making decisions regarding their health and health behaviors.
- Assists students and parents in identifying and utilizing available and appropriate community health resources.

**2. Other duties as assigned**

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

**Substitute Rate of Pay:**

- **Licensed School Nurse** = \$25.60/hour