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**Position:** Substitute

**Assignment:** Substitute Nurse

**Wage/Hour Status:** Exempt

**Reports to:** Principal/Director of Health Services

**Pay Grade:** Substitute Rate

**Dept./School:** District Assigned

**Date Revised:** Spring 2025

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**Primary Purpose:**

Meet the health needs of students and staff in a professional and timely manner in the absence of a school nurse.

**Qualifications:**

**Minimum Education/Certification:**

- Graduate of an accredited professional nursing program – BSN preferred
- Hold an unencumbered registered nurse license to practice professional nursing in the state of Texas issued by the Texas Board of Nurse Examiners
- Hold a current Basic Life Support for Health Care Providers CPR Certification from the American Heart Association

**Special Knowledge/Skills/Experience:**

- Two years current nursing experience, preferably in a community health or pediatric setting
- A complete file consisting of an application, references (3), college transcripts, criminal background check and fingerprint clearance
- Must have the ability to comprehend and communicate effectively in English. Appropriate dress required.
- Alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Only take assignments that meet level of medical training and comprehension per the Texas Nurse Practice Act, Rule 217.11

**Major Responsibilities and Duties:**

- Complete an orientation program assigned by the Coordinator of Health Services
- Communicate with the campus nurse to have knowledge and understanding of the health needs on the campus
- Report to the building principal [school secretary] upon arrival and exiting the school building
- Review clinic substitute manual
- Assess the health needs of students and staff in a professional manner
- Administer medication per LISD policy and procedure
- Fully document all clinic activity and parent communications concurrently
- Maintain confidentiality of all student information including medical records
- Maintain, as fully as possible, the established routines and procedures of the school clinic
- Maintain frequent contact with the student's parent or legal guardian regarding any new or current health concerns

- Consult with the back-up school nurse, Charge Nurse, or a Health Services Administrator before initiating any new procedures not specified in the student's health plan
- Practice standard precautions and infection control
- Have knowledge of communicable diseases and reporting requirements according to state and local policies in collaboration with the principal and/or Health Services Administrator
- Comply with all Lewisville ISD Board Policies
- Communicate with school Principal and Health Services Administration regarding all emergencies and significant health related issues
- Provide written notes on any incidents, calls or incomplete tasks at the end of the day's assignment for the campus nurse
- Follow all policies, rules, and procedures that apply to regular employees and dictates good nursing practice
- Provide professional communication with students, parents, community members, staff and other professionals at all times
- Always use proper phone etiquette, speaking slowly and clearly. Take reliable messages, and route to appropriate staff
- Ensure superior customer care skills are used via eye contact, facial expressions, voice inflections, body language, and an attitude
- Ensure all requests for information are dealt with in an appropriate timeframe.
- Create and maintain a welcoming, service-oriented environment toward all internal and external customers

**Mental Demands/Physical Demands/Environmental Factors:**

- Standard office equipment including personal computer and peripherals. Standard medical clinic equipment including automated external defibrillator (AED); thermometry, pulse ox, etc., standard office equipment including computer and peripherals.
- Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting.
- Frequent walking, grasping/squeezing, wrist flexion/extension.
- 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; assisting no ambulatory students.
- Exposure to biological hazards, bacteria, and communicable diseases
- Work with frequent interruptions; maintain emotional control under stress. Perform detailed work with attention to task. Possess the ability to read, comprehend and communicate effectively in English, both verbally and written. Materials used: student health plans, student information, policy, procedure, and data. Analysis and differentiation of information, ability to simultaneously coordinate multiple tasks, and complete simple mathematical computations

**OTHER:** All employees are to follow district safety protocols and emergency procedures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name