



# Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

## Substitute Nurse

**FLSA Status:**

Non-Exempt

**Education:**

Bachelor of Science of Nursing or Associate's Degree of Nursing

**Certification and Licenses:**

Currently licensed in the State of Missouri as a Registered Nurse.  
CPR certified  
Possession of the knowledge, skills, abilities, and physical attributes necessary to perform the essential functions of the position.  
Such alternatives to the above qualifications as the Board may find appropriate or acceptable. Desire to continue career improvement by enhancing skills and job performance.

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Salary Schedule:**

Substitute Salary Schedule

**Experience:**

Job related experience desired

**Reports to**

Building Administrator or Health Services Coordinator

**Terms of Employment**

As needed during the regular school term as defined in the official school calendar.

**Purpose Statement**

To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

**Essential Job Functions**

- Provide basic first aid for illness and injury according to written school policy and procedures.
- If trained appropriately, may perform initial screening procedures for vision, hearing and height and weight measurements.
- Maintain health records, to include health room visits, and screening data.
- Administer medications with appropriate training.
- Takes and records accurate temperature, pulse, respiration, blood pressure and other symptoms presented by the student.
- Maintain health office and equipment.
- Consistent and regular attendance is an essential function of this position.

- Required to use Time Clocking system for clocking in and out each day as they are scheduled to work. Clocking must reflect true time worked.
- Ability to work to implement the vision, mission and values of the district.

### **Other Job Functions**

- Attends all meetings and training sessions as directed.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adheres to good safety practices.
- Adhere to all district rules, regulations, and policies.
- Ability to understand and adheres to all district rules, regulations, and policies.
- Demonstrates effective human relations and communication skills.
- All other duties as required or assigned.

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; knowledge of specific content area and academic vocabulary; and understanding of age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with other; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, and 50% standing. This job is performed in a generally clean and healthy environment.