

Substitute School Nurse

Department: Student Services

Reports To: Vice Principal

Classification: Temporary, non-exempt

Hours: Variable

Benefits: This position is not eligible for benefits

Job Summary: The Substitute School Nurse is responsible for providing primary and emergency care to students, promoting wellness, and serving as resource for health concerns in the school setting.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Administer medications and treatments to students based on individual student health care plans.
2. Provide care for student illnesses and accidents.
3. Document all student encounters in electronic records.
4. Serve as a liaison between home and school regarding health concerns.
5. Follow communicable disease control procedures.
6. Assist with administrative work.

Requirements: The *Substitute School Nurse* must be a spiritually mature and sensitive individual who understands and fully supports the mission of Wheaton Academy and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living.

Qualifications: Current Registered Nurse licensure in state of IL; current first aid and cardiopulmonary resuscitation certification; baccalaureate degree in nursing or related field

The ideal candidate will have a have excellent knowledge of current practices for common childhood illnesses and chronic diseases: asthma management, diabetes, insulin pen and pumps, and seizure management. The ability to work independently and handle confidential information appropriately are pre-requisites. The individual should possess a strong work ethic, enjoy problem solving, and communicate professionally and patiently with students, parents and Wheaton Academy faculty and staff.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.