



Substitute Preschool Nurse

Job Overview:

The substitute preschool nurse is an extension of the teaching and leadership team, providing direct student/patient care, making healthcare and medical decisions related to the well-being of children, and completing related healthcare documentation. The nurse also serves in an administrative capacity, maintaining accurate healthcare records for all children in compliance with High Hopes and DHS requirements.

Direct Care Responsibilities

- Provide care to clients, including, but not limited to those with allergies, asthma, diabetes, seizures, feeding tubes, and those who are medically fragile.
- Following High Hopes policy and accepted nursing practices, provide direct assessment, first aid, and care for preschool students experiencing illness and injury.
- Consult with the therapy team on an occasional basis regarding patient health concerns.
- Administer medication according to state laws, DHS rules and regulations, and High Hopes policies.
- Partner with High Hopes staff to determine if a child's symptoms, health status, and atypical health-related behaviors require pick-up according to High Hopes' handbook and illness policies.

Administrative Responsibilities:

- Maintains organized, accurate, and confidential student health records in accordance with DHS regulations, best practice guidelines, and state laws.
- Maintains orderly, accurate, and confidential health records
- Ensures the safekeeping and storage of all medications.
- Responsible for maintaining HIPAA compliance with all nursing responsibilities and job duties.
- Completes annual HIPAA training.

Qualifications:

- RN, BSN
- 2+ years of experience, pediatric preferred
- Active TN nursing license
- CPR certification
- Familiarity with DHS preschool licensure, certification requirements, and regulations preferred

Skills:

- G-tube & NG tube feeds (bolus syringe, pump)
- Catheterization
- Trach care
- Medication administration (inhaler, oral, topical)
- General first aid and assessments
- Proven leadership and administrative capabilities
- Excellent communication and interpersonal skills
- Ability to foster a collaborative and inclusive educational environment
- Strong problem-solving skills and the ability to manage multiple priorities
- Ability to show compassion and understanding while at the same time being firm

Reports to: Director of School

Position Type: Part-Time, Non-Exempt

This enhanced job description aims to clearly articulate the responsibilities and expectations for this role, highlighting the educational environment's inclusive and adaptive nature and the comprehensive scope of associated duties.