

Part-Time Substitute School Nurse

Ubly Community Schools

Ubly Community Schools is seeking a compassionate, organized, and licensed Substitute School Nurse to support student health and safety on an as-needed basis, up to three days per week.

Role Summary

- **Status:** Substitute; not a permanent, scheduled position
- **Typical hours:** Flexible, typically 10am – 2pm
- **Location:** On-site at Ubly Community Schools Elementary Office
- **Start:** As soon as possible

Key Responsibilities

- Provide direct student care: assessment and first aid for illness and injury
- Administer and assist with student medications per physician orders and district policy
- Care for students who are not feeling well; determine return-to-class vs. send-home criteria
- Triage and treat playground injuries; document incidents and follow up as needed
- Implement and follow Individualized Healthcare Plans (IHPs) and Emergency Care Plans (ECPs)
- Maintain accurate, confidential health records; ensure compliance with FERPA, HIPAA, and state regulations
- Communicate promptly and professionally with parents/guardians about student health concerns, injuries, and care plans
- Serve as a member of the school's Code Blue/emergency response team; respond to health emergencies and coordinate care until EMS arrives
- Be present in the room during Michigan reproductive health classes to support staff
- Support immunization compliance as needed
- Offer staff guidance/training on health procedures (e.g., EpiPen use, diabetes and seizure response)
- Assist with communicable disease prevention and response
- Foster a safe, inclusive, and health-promoting school environment

Required Qualifications

- Current Registered Nurse (RN) license in Michigan (or CAN Certificate, First Aids and CPR Certified)
- Current CPR/AED certification; First Aid certification preferred
- Knowledge of chronic condition management (asthma, diabetes, allergies) and emergency response
- Strong communication, collaboration, and documentation skills
- Ability to adapt quickly to changing needs and respond calmly in emergencies
- Familiarity with student health record systems a plus

Compensation and Perks

- \$17- \$20 per hour based on experience
- Opportunity to serve the Ubly community and support student wellbeing

How to Apply

Please submit:

- Resume
- Brief cover letter noting availability (days of the week) and relevant experience
- Two professional references

Send materials to: klindquist@ublyschools.org

Subject line: "Substitute School Nurse – Ubly Community Schools"

Position open until filled. Candidates will be contacted on a rolling basis.