

Position: Registered Nurse

Qualifications:

- Current Registered Nurse licensure in State of Illinois
- Experience in nursing and completion of a school health orientation program preferred
- Ability to work with students, staff, and parents
- Emotionally and physically able to perform duties

Reports to:

- Building Principal
- District Certified School Nurse

Job Goal: To provide direct nursing services to students and staff members to maximize health and wellness in the school community. All duties are performed in accordance with district/state board of education policies and procedures, and state law regarding nurse practice.

Performance Responsibilities:

Nursing Care

- Provides direct professional nursing services, first aid, illness, and emergency care to students and staff in response to the nursing assessment and in accordance with professional standards, school policy and procedures, and state and local mandates.
- Participates in the implementation of the total school health program.
- Administers medication with appropriate documentation.
- Participates in home visits as necessary.
- Implements and supervises policies and procedures for nuisance control.
- Performs mandated and recommended school health screenings.
- Conducts health screenings for teachers and staff.
- Makes appropriate assessment and referrals for suspected abuse/neglect as a mandated reporter.

Communication

- Maintains communication with the Certified School Nurse, teachers, other school personnel, parents/guardians and other medical personnel to enhance cooperative action, which will meet the health and safety needs of students.
- Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community.
- Completes accident/incident reports for students/staff.
- Assists staff with the completion of health histories for educational evaluations.
- Advises on exclusion and readmission of students following guidelines for communicable diseases and mandated compliance with physical examinations and immunizations.
- Maintains confidentiality regarding all school and health-related issues.

Organization

- Maintains a daily log of student visits.
- Participates in maintaining accurate individual health records to assure compliance with state mandates including immunizations, physical examinations, dental examinations, and medical conditions, and the related archival responsibilities.
- Maintains the daily environment of the health office facility and supplies
- Utilizes existing technology effectively in the performance of duties.
- Performs other health or school related work as required.

Professional Development

- Participates as a member of a multi-disciplinary team for IEP/504 determination and management.
- Participates in developing and implementing emergency health care policies and procedures.
- Participates in developing and implementing crisis intervention strategies.
- Utilizes continuing education opportunities to enhance professional knowledge.
- Other duties as assigned by the Building Principal.

Terms of Employment:

Pay in accordance with the Supportive Personnel Contract in consideration of nursing experience.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board policy and contractual requirement for Support Personnel.