

Central CUSD 301
Job Description

Job Title: School Nurse (Non-Certified)

Reports To: Director of Student Services/Special Education, Principal, Assistant Principal

Prepared By: Esther Mongan/Mike Potsic

Prepared Date: Spring of 2015

Approved By: Superintendent

Updated: Summer 2016

Function: School nurses provide health care services to students and maintain student school health records in accordance with applicable laws and District guidelines.

Qualifications:

- A Registered Nurse, who by June 30, 2016, obtained the designation for Individualized Education Program (IEP) privileges, and/or
- A bachelor's prepared Registered Nurse who is willing to complete the ISBE Medical Review course in order to obtain the designation for Individualized Education Program (IEP) privileges
- A Registered Nurse without a bachelor's degree and who by June 30, 2016 has not obtained the designation for IEP privileges, is not preferred and would only be considered if the District is unable to find a nurse from one of the first two options. A Registered Nurse without a bachelor's degree would be unable to register the Medical Review course, per ISBE, which is needed for IEP privileges so the District would need to develop a plan to cover IEP responsibilities for this nurse.
- Certification in IDPH vision and hearing screenings preferred
- Current CPR and first aid certification
- Experience in a school setting preferred
- Knowledge of current health and immunization requirements for students as determined by Illinois State Board of Education and the Illinois Department of Public Health
- Ability to communicate effectively, both oral and written
- Ability to interact positively with students, parents, and District staff
- Knowledge of basic computer applications such as Microsoft Office and Google Apps for Education
- Ability to learn how to utilize a variety of computer systems, including student databases and other software and web-based programs
- Ability to use hands for grasping and fine manipulations
- Ability to walk, bend, squat, crawl, climb, reach
- Ability to lift, carry, push or pull light weights, up to 30 pounds
- Must pass State required physical exam and background checks

Responsibilities:

- Provide medical care as needed to students with an injury or illness
- Perform health screenings as directed according to state and health department guidelines
- Maintain student health and immunization records as directed according to state, health department, and District guidelines
- Complete health histories as required for student Individualized Education Plans (IEPs) or Individualized Health Plans (IHPs)
- Attend IEP, IHP, 504, Problem Solving Team or other meetings as directed
- Administer medications to students as directed by physician order, maintaining accurate medication administration records
- Stay up-to-date with state and local health requirements
- Complete mandated reporting to applicable agencies
- Establish a positive and appropriate rapport with students and staff
- Consult or meet with teachers or other professionals as scheduled or directed

- Engage in positive solution-finding steps to resolve areas of concern
- Seek advice, instruction and direction regarding new, unfamiliar, or complex tasks
- Refer questions from parents or community to the appropriate channels and maintain professional boundaries
- Maintain confidentiality by communicating student information to the appropriate people
- Communicate with parents regarding student injuries, illnesses, exposure to communicable diseases, and immunization requirements
- Write articles as requested for school newsletters or websites
- Provide training to staff on health issues as directed
- Maintain inventory of health office supplies, providing supply order information to school secretary as needed
- Be prompt and have regular attendance
- Abide by school district/building policies and rules in all areas
- Perform other duties as assigned