



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

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School Nurse - PSRP

Primary Function

To provide professional nursing services in response to nursing assessment and in accordance with district and state laws, policies and procedures.

Organizational Relationships

The nurse reports to the Building Principal and the Director of Special Services

Qualifications

- Hold a valid State of Illinois nursing license (RN) appropriate to assignment
- Bachelor's Degree in Nursing (BSN), preferred
- IEP with Designation, preferred
- Obtain/maintain certification for vision/hearing screening.
- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, assess situations for safety concerns
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the school building and playground
- Ability to lift and position students weighing up to 50 pounds using proper 1-person lift techniques
- Ability to lift and position students weighing more than 50 pounds using proper 2-person lift techniques
- Ability to participate in and apply district-approved behavior management procedures and Crisis Prevention Institute (CPI) training, including student physical restraints as needed
- Ability to speak, write, read and understand English

Professional Responsibilities

1. Provide emergency care or first-aid for students and staff who are injured or ill.
2. Complete CPR and emergency care course within 90 days of employment and maintain current certification.
3. Administer medication, as delineated by Board policy; maintain needed health supplies.
4. Complete vision and hearing screenings; rescreen and/or refer if indicated with appropriate follow-ups.
5. Monitor and evaluate health records (i.e., physical examinations and immunizations) for compliance with state mandates.

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6. Maintain accurate health records including immunizations, physical, vision, and dental exams, emergency and other medical information.
7. Make appropriate assessment and referrals for suspected abuse/neglect of students.
8. Maintain a daily health log; complete accident report forms.
9. Provide information to building staff regarding students with health conditions and restrictions; provide staff training relative to blood borne pathogens, anaphylaxis, concussions, or emergency care.
10. Provide health-related education to students
11. Report specific communicable diseases to the proper authorities and inform parents with written notices as needed; provide advice on the exclusion and readmission of students in connection with these diseases.
12. Monitor specific health problems and classroom accommodations; train to administer specialized medication, equipment, and procedures.
13. Complete attendance reports and follow up on student absences.
14. Maintain communications with district nurse, administration, teachers and parents.
15. Prepare all state and local reports relating to the health and welfare of the students.
16. Write and update Health Care Plans (504) as required by State mandates.
17. Participate in Health Care Plan (504) meetings.
18. Maintain an updated folder for health office substitutes.
19. Participate in in-service activities planned for health service personnel.
20. Maintain confidentiality regarding all school and health-related issues.
21. Coordinate health partnership programs, including outreach to families to ensure student participation, liaising with health partners, maintaining consent paperwork, and following up with families if additional services are needed following school-based services.
22. Perform other duties and responsibilities as may be assigned by the Building Principal and/or the Director of Special Services

In addition to the above responsibilities, a school nurse with IEP Designation has the following additional responsibilities

1. Complete the medical review (health evaluation) of students being considered for special education.
2. Complete the medical review (health evaluation) of students being re-evaluated for special education.
3. Prepare and update the written components for the medical review (health evaluation) for IEPs.
4. Participate in IEP meetings.

Terms of Employment

180 work days. Salary and work year established in accordance with the Agreement between the Board of Education of District 69 and the PSRP. An additional salary stipend is provided for earning and maintaining the IEP Designation.

Evaluation

Performance of this job will be evaluated in accordance with the District 69 PSRP Evaluation Plan and in accordance with the provisions of the PSRP Contract.