



GENERAL INFORMATION

<i>TITLE</i>	School Nurse
<i>DEPARTMENT</i>	School Nurses
<i>LICENSURE</i>	Professional Educator License
<i>ENDORSEMENT</i>	School Nurse
<i>CLASSIFICATION</i>	Certified
<i>FLSA STATUS</i>	Non-exempt
<i>REPORTS TO</i>	Building administration and the Executive Director for Student Services
<i>SUPERVISORY RESPONSIBILITIES</i>	N/A
<i>PRIOR EXPERIENCE</i>	Professional nursing experience, preferably pediatric, adolescent, community or mental health nursing, and health program management.
<i>EVALUATION</i>	Evaluated by the Executive Director for Student Services, Principal, Assistant Principal, Student Services Coordinator and/or other certified evaluators using the agreed upon evaluation tool. This includes formal observation of job performance, inclusion of informal observation data, an artifact file, student growth measures beginning in the year 2016, and other sources of data. The evaluation cycle for teachers not in continued contractual service (tenure) shall be one school year. The evaluation cycle for teachers who have attained tenure in District 109 shall be two school years unless job performance is deemed as “needs improvement” or “unsatisfactory.”

JOB GOAL(S)

Under general supervision, the employee will:

- Coordinate a school health program including the delivery of services to students and staff members in order to enhance health and wellness in the school community. Duties are to be performed in accordance with standards of professional school nurse practice, district/state board of education policies and procedures and Illinois State law regarding nurse practice.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

Coordination

- Develops and administers a coordinated school health program.
- Collects and analyzes epidemiological and other school health information and makes recommendations based upon statistical data.
- Establishes an accident/injury prevention program to facilitate school safety.
- Assesses the health and safety needs of the school environment in compliance with Occupational Safety and Health Administration (OSHA) guidelines, implementing the Bloodborne Pathogen Control Plan and other interventions as indicated.
- Establishes a communicable disease prevention and control program in cooperation with local and state public health agencies.
- Manages school health records in accordance with Illinois School Student Records Act, providing efficient retrieval of information and other related archival responsibilities.
- Participates in Child Find programs and establishes and manages health screening programs according to state mandates and guidelines.
- Participates in the development of health-related policies and procedures in compliance with state mandates and current health practices.

Teaching

- Provides staff inservice programs on health topics including blood borne pathogens and the district exposure control plan.
- Provides health related classroom instruction.

Clinical Practice

- Provides and/or delegates direct professional nursing services, first aid, illness, and emergency care to students and staff including nursing assessment, identifying health problems, making referrals for diagnosis and treatment, recommending educational modifications, providing follow-up and evaluation, and maintaining appropriate documentation.
- Provides health information and counseling for students, parents, and staff.
- Develops a medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school.
- Supervises and/or provides screening and follow up for deficits in vision, hearing, growth and development, and other physical deficits.
- Maintains accurate medical records to assure compliance with state mandates including immunizations, physical examinations, and medical conditions.
- Participates as crisis team member and provides crisis intervention for students and staff in the advent of sudden illness or injury.
- Makes appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.

Health Office Management

- Maintains a user friendly and organized health services facility conducive to confidential communication and services.
- Purchases and maintains health and OSHA supplies and equipment as indicated for the health office and school.
- Manages and makes recommendations for the health services annual budget and critical needs requests.

Communication

- Maintains communication with administrators, teachers, other school personnel, and parents/guardians to enhance cooperative action, which will meet the health and safety needs of students.
- Initiates contact with and acts as a liaison between the home, school, community health agencies and the private medical sector to enhance the health and wellness of the school community.
- Maintains confidentiality regarding all school and health-related issues.

Special Education

- Participates as a member of the multidisciplinary team in the identification, evaluation, and placement of students into special education programs. Writes the health component of the Individual Education Plan as indicated.
- Recommends modifications of the school program for students who require accommodations due to a health deficit.
- Develops and maintains current health care plans for students who need special nursing interventions during the school day.

Professional Development

- Participates as a member of her professional school nursing and education organizations and utilizes continuing education opportunities to enhance professional knowledge in both nursing and education fields.
- Participates as a member of the faculty on district committees and association activities.
- Participates as an active member of the school community, representing health/wellness.

MENTAL DEMANDS

Knowledge

The employee must have deep knowledge and understanding of child growth and development, health assessment and diagnosis, State and Federal laws and regulations and best practices in student injury and illness. Moreover, the employee must maintain current First Aid and Cardiopulmonary Resuscitation program certification and Illinois Certification as a Vision and Hearing Screening technician

Ability

The employee shall engage in the collaborative dialogue with peers; maintain records and prepare reports; communicate effectively both orally and in writing; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and time lines; take professional initiative; plan and organize work independently; read a variety of materials; engage in ongoing professional development; implement a student centered approach to problem-solving and conflict-resolution; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Education/Preparation

The employee shall possess the equivalent of a Bachelor's Degree plus additional hours of study in the field of certified school nursing; completion of a School Nursing preparation program through an accredited university or college; successful completion of State proficiency exams; and possess/maintain appropriate licensure through the State of Illinois.

Reasoning

The employee must have the ability to solve practical problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to determine injuries and/or illnesses as well as applicable school nurse resources. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess personal computing skills with the following types of software including web browsers, word processing, spreadsheet, and databases and student database systems. The employee shall use board approved school nurse resources, technology, and assistive technology. While performing the duties of this job, the employee works in a school setting with children, occasionally works in outdoor weather conditions, and is subject to noises associated with an educational environment.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

- March 21, 1983

REVIEWED/REVISED

- March 24, 2014