

## MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201 JOB DESCRIPTION

Job Title:	School Nurse	Reports To:	Health Services Coordinator and/or Building Principal
Pay/Pay Range:	Outlined in MESP Bargaining Agreement	FLSA Status:	Non-Exempt
Pay Schedule:	Bi-weekly over 26 pays	Work Schedule:	8 hrs/day
Prepared/Revised Date:	September 2023	Work Year:	180 Days + up to 10 additional days if approved and deemed necessary to fulfill duties

**SUMMARY:** The School Nurse creates an environment of smooth and efficient operations in the Nurse’s Office within their building of report by facilitating the day to day coordination of the building’s health and wellness needs for students and staff in a manner which furthers the District’s mission and vision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks & Descriptions	Frequency
1. Implements school programs of immunization, physical examinations, and vision and hearing testing as directed by direct supervisor.	Daily
2. Maintains up-to-date and accurate cumulative health records on all students. Collects and implements emergency action plans for students at risk of medical crises in the school setting.	Daily
3. Reports to parents, school personnel, physicians, clinics, and other agencies on student health matters, as both appropriate and necessary.	Daily
4. Administers first aid in accordance with established first aid procedures while assuming authority for the care of a student or staff member who has suffered an injury or emergency illness.	Daily
5. Authorizes and implements policy on exclusion and readmission of students in connection with infectious and contagious diseases and in accordance with practices and procedures outlined by direct supervisor.	Daily
6. Participates(actively) in Inservice training programs, committee meetings, and attends trainings/workshops that enhance knowledge of job responsibilities and school nursing.	Daily
7. Accurately records services rendered as well as interprets and explains records, reports, activities, accommodations, and medical interventions.	Daily
8. Advises appropriate staff on health matters, regarding student health concerns when appropriate and necessary.	Daily
9. Demonstrates a positive demeanor in all communications with students, staff and parents/families which aides in promoting a positive, safe environment for all stakeholders.	Daily
10. Adheres to all nursing practices outlined within the Illinois School Code and Illinois Nurse Practice Act, including the proper storage and administration of student medications as well as all documentation associated with student records.	Daily
11. Performs other tasks and responsibilities as assigned by direct supervisor(s).	Daily

**EDUCATION AND RELATED WORK EXPERIENCE:**

- BSN preferred, ADN accepted
- Current Illinois Registered Nurse License

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.
- Current CPR in Basic Life Support required

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced oral and written communication
- English language skills
- Bilingual oral and written communication skills preferred but not required
- Advanced interpersonal skills
- Advanced leadership, management, problem solving, collaboration, team-building skills, and organizational skills
- Advanced knowledge of instructional strategies for students with medical needs, autism, developmental delay, specific learning disabilities, behavior disorders, and other health impairment.
- Ability to develop an understanding of the processes, creation and requirements of Individual Education Plans and Section 504 plans
- Treats others with respect, works with integrity and ethics, and demonstrates teamwork skills
- Ability to manage multiple tasks with frequent interruptions, to use time efficiently, to demonstrate attention to detail, to follow instructions and respond to management direction
- Ability to promote and follow Board of Education policies, Superintendent directives, and building and department practices and procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, direct staff regarding safety expectations, correct unsafe conditions/practices, and inform the Supervisor regarding any urgent conditions

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc
- Operating knowledge of and experience with collaborative software, such as Google Suite, Microsoft One or similar sharing tools
- Operating knowledge of and experience with education software, including student information systems, special education reporting software, and electronic health record software

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

<b>Reports to:</b>	<b>POSITION TITLE</b>	
	Administration and/or Health Services Coordinator	
<b>Direct reports:</b>	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
	None	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands and fingers to handle or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 51 pounds. The employee may be required to respond to a child in crisis and employ approved restraint techniques. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.