



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Districtwide Head Nurse

Primary Function

This position involves overseeing district health services to ensure adherence to local, state, and federal health standards, policies, and procedures. The Districtwide Head Nurse also supports and collaborates with school nurses to maintain high standards of student care and promotes a healthy school environment for students and staff.

Organizational Relationships

The Districtwide Head Nurse reports to the Related Services Coordinator

Qualifications

- Hold a valid State of Illinois nursing license (RN) appropriate to assignment
- Bachelor's Degree in Nursing (BSN), preferred
- IEP with Designation required
- Obtain/maintain certification for vision/hearing screening.
- Complete CPR and emergency care courses within 90 days of employment and maintain current certification.
- 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

- Supervise the Monitoring and evaluation of health records (i.e., physical examinations and immunizations) by the school nurses for all district students to ensure compliance with state mandates.
- Supervise the school nurses in maintaining accurate health records including immunizations, physical, vision, and dental exams, emergency and other medical information for all district

students.

- Support the school nurses as they write and update Health Care Plans (504) to ensure compliance with required State mandates.
- Participate in Health Care Plan (504) meetings, as required
- Complete assigned medical reviews (health evaluation) of students being considered for special education.
- Complete assigned medical reviews (health evaluation) of students being re-evaluated for special education.
- Prepare and update the written components for assigned medical reviews (health evaluation) for IEPs.
- Participate in IEP meetings, as required.
- Develop in-service activities and mandated training materials for staff
- Coordinate health partnership programs, including outreach to families to ensure student participation, liaising with health partners, maintaining consent paperwork, collaborating with school nurses, and following up with families if additional services are needed following school-based services.
- Ensures that all state and local reports relating to the health and welfare of the students are completed.
- Complete vision and hearing screenings; rescreen and/or refer if indicated with appropriate follow-ups.
- Administer medication, as delineated by Board policy; as assigned.
- Provide emergency care or first-aid for students and staff who are injured or ill, as needed.
- Sub for the school nurse as needed.
- Perform other duties and responsibilities as may be assigned by the Related Services Coordinator.

Terms of Employment

200 work days. Salary and work year determined by the Board of Education - anticipated range

This position is paid on a salary basis and is exempt from overtime requirements under state and federal law. The salary constitutes full compensation for any and all hours worked during each workweek.

Evaluation

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.