



GENERAL INFORMATION

<i>TITLE</i>	Building Nurse
<i>DEPARTMENT</i>	Student Services
<i>LICENSURE</i>	Licensed as a Registered Nurse
<i>ENDORSEMENT</i>	N/A
<i>CLASSIFICATION</i>	Classified
<i>FLSA STATUS</i>	Non-Exempt
<i>REPORTS TO</i>	Building Principal or Designee
<i>SUPERVISORY RESPONSIBILITIES</i>	N/A
<i>PRIOR EXPERIENCE</i>	A minimum of one to three years nursing experience and experience in community health, pediatrics, emergency care and triage, psychiatry, and/or a physician's office preferred.
<i>EVALUATION</i>	Evaluated by the Assistant Superintendent for Student Services and/or Building Level Administration using the agreed upon evaluation tool. The evaluation cycle will be one school year or more frequently if “ <i>Below standard in several areas of the position</i> ” or “ <i>Meets most performance standards – development in a few areas is needed</i> ” rating is earned.

JOB GOALS

Manage and coordinate the assigned building health services based on requirements established by School District policies, procedures, and protocols, and by local, state and national regulations and statutes; maintain and operate the building nurse’s offices.

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.

- Support and monitor daily student attendance procedures for the assigned building, including verifying that attendance is taken and accurately entered into the student information system in accordance with district procedures and Illinois School Code requirements.
- Collaborate with building administration and office staff to follow up on students marked absent when parent/guardian notification has not been received, document health-related absences appropriately, and assist with communication to families as needed.
- Maintain confidentiality of attendance and health information and ensure accurate records to support student safety, compliance, and instructional continuity.
- Ensure compliance with procedures, protocols, and other instructions provided by the lead nurse or contained in district manuals and protocols.
- Collaborate with members of the team in order to maintain, promote and provide student health, wellness, and safety.
- Administer mandated screenings for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile, and/or injured children.
- Assess situations involving students’ safety, abuse, and other health related issues for the purpose of identifying problems, referring for proper treatment, and complying with legal requirements.
- Establish and update health and immunization records.
- Prepare and maintain confidential student health records and prepare required reports.
- Administer daily and PRN (as needed) medications and nursing care procedures prescribed by the student's physician.
- Initiate emergency procedures/first aid for students and staff as needed.
- Work with parents and/or physicians to develop individual health care and emergency care plans for students with special care needs regardless of whether these plans stand alone or are incorporated into a 504 Plan.
- Implement health care plans for students with chronic health problems.
- Maintain contact with parents/guardians to advise them of changes with a student’s health and/or recommend further medical intervention.
- Complete and/or assist with health assessments of students being evaluated to determine eligibility for an IEP or 504.
- Orient staff and teach specific skills/procedures as appropriate for the health and safety of the medically complex student in the classroom.

- Maintain appropriate standards regarding contact with, and possible exposure to bloodborne pathogens and other potentially infectious body materials within the school.
- Provide health education and anticipatory counseling.
- Act as a liaison between school, private health care providers, the health department and other community agencies.
- Maintain clinic equipment, assess the need for consumable supplies on an annual basis and prepare orders for such supplies.
- Respond to emergency medical situations.
- Provide training on a variety of health related topics to promote a healthy lifestyle and provide information to staff, students and/or parents.

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge of Board policy, best practices in facility management and operations systems; technology usage; and sound skills specific to social interactions

Ability

Ability to use clinic/medical equipment; possess basic pharmacological knowledge; ability to assess emergency situations and act accordingly; comfortable knowledge of universal procedures and ability to teach this to others; good oral and written communication skills; basic computer skills; willing attitude to be a part of the school team; strong sense of professionalism; other skills and requirements expected by the nursing coordinator and the school administrators include management and organizational ability, common sense, motivation, positive attitude; and the ability/willingness to participate in ongoing professional and staff development, both independently and through system-offered opportunities.

Education/Preparation

Graduate from an accredited nursing program; Bachelor of Nursing Degree preferred; licensed as a registered nurse in the State of Illinois and in good standing with the Illinois Board of Nursing. A minimum of one to three years nursing experience and experience in community health, pediatrics, emergency care and triage, psychiatry, and/or a physician's office preferred.

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

Requires standing, sitting, repetitious hand and body movements, simple grasping, pushing pulling, fine motor and gross motor skills, bending, lifting, squatting, kneeling, climbing, and reaching. Ability to lift students as required and has the stamina to stand all day, every day of the week as needed.

WORK ENVIRONMENT

The employee shall possess personal computing skills with the following types of software including web browsers, word processing, spreadsheet, and student information systems. While performing the duties of this job, the employee occasionally works in a classroom setting with children, occasionally works in outdoor weather conditions, and is subject to noises associated with both office and educational environments.

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.

REVISED

- February 27, 2017