



# Granite City Community Unit School District #9

Adam Garrett, Ed.D. | Executive Director of Human Resources

## Job Description

Position Title: **Substitute School Nurse (Pre-K – 12)**  
Reports to: Building Principal at Assigned Building(s)  
FLSA Class: Non-Exempt

### SUMMARY

To provide purposeful health services to district students and staff and act as a health resource person.

### Planning and Instruction

- Conducts school health screenings.
- Provides professional nursing services as defined in The Illinois Nursing Act (Ill.Rev.Stat. 1985, ch 111, par. 3405 (4)(1).
- Identifies student health problems, makes referrals for their diagnosis, treatment, and remediation, and provides follow-up for each referral.
- Recommends modification of the school programs for a student who requires a change because of a health deficit and developing health care plans when students need special physical health care procedures to be provided at school.
- Administers and monitors medication and treatment given in school (subject to local policy regarding medication administration at school).
- Acts as liaison between home, school, community health agencies and the private medical sector.
- Participates in the identification, evaluation and placement of students into special education programs, e.g., as a referring agent, a consultant to parents, teachers, etc., and/or as a member of a multidisciplinary team pursuant to the provisions of 23 Ill. Adm. Code 226 (Special Education).
- Assumes responsibility for identification and referral of students in need of medical care.
- Consults with parents, school personnel, physicians, clinics, and other agencies on school health matters.
- Maintains up-to-date health records on all students.
- Observe students on a regular basis to detect health needs.
- Assumes authority, in the absence of a physician, for the care of a staff member or student who has suffered injury or emergency illness.

ADMINISTRATION BUILDING | 3200 MARYVILLE ROAD | GRANITE CITY, ILLINOIS 62040-5144  
PHONE NUMBER: 618.451.5800 | FAX NUMBER: 618.451.7440 | WEBSITE: [www.gcsd9.net](http://www.gcsd9.net)



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- Participates with administration and school staff in developing and implementing the total school health program.
- Prepares and submits health data and reports as necessary.
- Assists school personnel in establishing sanitary conditions at each building.
- Assists in health instruction, family education, and other health topics at each building.
- Attends committee meetings and conferences regarding health service and health curriculum.
- Monitors any medical treatment and/or medication given to students while attending school.
- Performs all other duties assigned by the Building Administrator or Superintendent.

Performs all other duties reasonably related to the position as may be assigned by the Building Administrator or Superintendent.

## **QUALIFICATIONS**

- Must possess a current, valid Registered Professional Nurse (RN) license in the State of Illinois.
- Must hold a valid Substitute Teaching License issued by the Illinois State Board of Education (ISBE) and registered in Madison County Regional Office of Education (ROE41). Professional Educator License with a School Nurse endorsement (PEL-SN) preferred.
- Must be familiar with the use of computers, including but not limited to electronic mail, the Internet, word processing, Google, and electronic spreadsheets.
- Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
- Ability to understand and follow basic oral and written instructions.
- Ability to communicate to students, parents, and staff in an acceptable/courteous manner.
- Ability to lift and carry up to 20 lbs.
- Ability to push/pull up to 10 lbs.

**SCHEDULING:** The work hours for this position will vary based on assigned route or destination. The schedule is subject to change with district demands.

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Wages can be found using the link provided below.

<https://www.gcsd9.net/district/employment-1/employment-opportunities/substitutes>