NURSE

Primary Function

To provide professional nursing services in response to nursing assessment and in accordance with district and state laws, policies and procedures.

Organizational Relationships

The nurse reports to the building administration and the Administrator for Student Services.

Qualifications

- Current Illinois nursing license
- Ability to use computers and other technology to complete assignments
- 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

Performance Responsibilities

1. Provide emergency care or first-aid for students and staff who are injured or ill
2. Complete CPR and emergency care course within 90 days of employment
3. Administer medication, as delineated by Board policy; maintain needed health supplies
4. Obtain/maintain certification for vision/hearing screening
5. Complete vision and hearing screenings; rescreen and/or refer if indicated with appropriate follow-ups
6. Monitor and evaluate health records (i.e., physical examinations and immunizations) for compliance with state mandates
7. Maintain accurate health records including immunizations, physical and dental exams, emergency and other medical information
8. Make appropriate assessment and referrals for suspected abuse/neglect of students
9. Maintain a daily health log; complete accident report forms
10. Provide information to building staff regarding students with health conditions and restrictions; provide staff training relative to blood borne pathogens, anaphylaxis, or emergency care
11. Complete health histories for case study evaluations; attend team meetings as needed
12. Report specific communicable diseases to the proper authorities and inform parents with written notices as needed; provide advice on the exclusion and readmission of students in connection with these diseases
13. Monitor specific health problems and classroom accommodations; train to administer specialized medication, equipment, and procedures
14. Complete attendance reports and follow up on student absences
15. Maintain communications with certified school nurse, administration, teachers and parents
16. Prepare all state and local reports relating to the health and welfare of the students
17. Maintain an updated folder for health office substitutes
18. Participate in in-service activities planned for health service personnel
19. Refer pupils who may be eligible for the Home/Hospital Program
20. Maintain confidentiality regarding all school and health-related issues
21. Participate on committees (e.g. crisis committee) as assigned by building administration
22. Perform other duties and responsibilities as may be assigned by the Building Principal and/or the Administrator of Student and Special Services

Terms of Employment

184 days. Salary and work year established by the Board of Education and Support Council Agreement.

Evaluation

Performance will be evaluated in accordance with the Support Council Agreement.