

**Recommended Job Description -- Registered Nurse**

**TITLE:** Registered Nurse

**QUALIFICATIONS:**

- Baccalaureate Degree Preparation
- Current Registered Nurse licensure in State of Illinois
- Current First Aid and Cardiopulmonary Resuscitation program completion
- Experience in nursing and completion of a school health orientation program preferred
- Illinois Certification as a Vision and Hearing screening technician
- Computer literacy and competency in use of existing technology

**REPORTS TO:**

- Health Services Coordinator, Certified ( IL Type 73) School Nurse--Direct Supervisor
- Administrator - Principal, Student Services Director, or as designated by the district.

**SUPERVISES:** Not Applicable

**JOB GOAL:** To provide direct nursing services to students and staff members to maximize health and wellness in the school community. All duties are performed in accordance with district/state board of education policies and procedures and state law regarding nurse practice.

**PERFORMANCE RESPONSIBILITIES:**

**Nursing Care**

- Provides direct professional nursing services, first aid, illness, and emergency care to students and staff in response to the nursing assessment and in accordance with professional standards, school policy and procedures, and state and local mandates.
- Administers medication with appropriate documentation.
- Participates in maintaining accurate medical records to assure compliance with state mandates including immunizations, physical examinations, and medical conditions, and the related archival responsibilities.
- Performs mandated screening procedures for vision and hearing (requires state credentials as a screener).
- Makes appropriate assessment and referrals for suspected abuse/neglect as a mandated reporter.

**Communication**

- Maintains communication with the Certified school nurse, teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the health and safety needs of students.
- Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community.
- Completes accident/incident reports for students/staff.
- Compiles data for statistical purposes.
- Maintains confidentiality regarding all school and health-related issues.

**Organization**

- Maintains a daily log of student/staff visits and documentation on individual health records
- Maintains the daily environment of the health office facility and supplies
- Utilizes existing technology effectively in the performance of duties.
- Performs other health or school related work as required.

**Professional Development**

- Maintains contact with a professional nursing organization and utilizes continuing education opportunities to enhance professional knowledge
- Participates as an active member of the school community, representing health/wellness.

**TERMS OF EMPLOYMENT:**

Hourly pay in accordance with the Educational Support Personnel Contract Schedule at a step in consideration of nursing experience.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board policy and contractual requirements for Educational Support Personnel.

