

# PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 17-098

DATE: March 6, 2017

## POSITION DESCRIPTION

<i>Job Title</i> <b>SCHOOL NURSE</b>
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**Location:** District

**Job Description:** See Reverse

**Terms:** 9 month position beginning August 2017

**Hours:** 7.75 hours per day

**Salary:** To be determined by a collective bargaining agreement

**Qualifications Required:**

- \*Appropriate Illinois Certification(s)
- \*School Nurse Endorsement
- \*Superior work habits and ethics
- \*Excellent communications skills (written & verbal)
- \*Ability to work well with students, faculty and parents
- \*Ability to perform duties as outlined

**Contingent Upon:** Board approval

**Closing Date for Application:** March 13, 2017 or until filled

**Submit Application/Resume/Letters to:** On line at [www.ecusd7.org](http://www.ecusd7.org)  
Go to departments/personnel follow link on left side of  
Personnel home page – Apply on line

**Dr. Nancy Spina**  
Assistant Superintendent/Personnel  
Edwardsville Community Unit School District

The Edwardsville Community Schools offer employment without regard to race,  
Color, creed or religion, age, sex, national origin, or handicap

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**NURSE JOB DESCRIPTION**  
**EDWARDSVILLE COMMUNITY UNITY SCHOOL DISTRICT #7**

**Certification preferred:** School Service Personnel – School Nurse

1. Must hold bachelor degree endorsed for school nursing
2. Must be licensed as registered professional nurse in Illinois pursuant to the Nursing and Advanced Practice Nursing Act
3. Must have completed an Illinois Program approved for the preparation of school nurses or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country
4. Must have completed internship with no less than 300 hours of experience that was supervised by certified school nurse

**RESPONSIBILITIES / DUTIES:**

**A. Provide health Assessments**

1. Obtain health and developmental histories as determined by collaborative teams
2. Screen and evaluate vision, hearing, scoliosis, growth, etc.
  - a. Work with outside agencies if necessary to correct remediable defects
  - b. Complete Data Reports for District 7 and IDPA and ISBE
3. Observe the child for development of health patterns in making nursing assessment and nursing diagnosis

**B. Develop and implement health plans**

1. Interpret the health status of students to parents and school staff
  - a. Provide direct health service intervention
  - b. Provide information and recommendations regarding student's condition and plan of care
2. Initiate referrals to parents, school personnel, and community health resource for intervention, remediation, and follow-through
  - a. Mental health issues
  - b. Physical health issues
3. Provide on-going health counseling with students, parents, school personnel and health agencies
4. Utilize existing health resources to provide appropriate care of students

**C. Participate as health team specialist on the child education evaluation team to develop the individual education plan (IEP) or applicable 504 plan**

**D. Plan and implement school health management protocols for the child with special health needs**

1. Provide training to staff as necessary for student health issues such as asthma, diabetics, and allergies
2. Provide training to students and support the employees in proper hand washing techniques
3. Provide and oversee Bloodborne pathology Training and compliance

**E. Evaluation of health status students and personnel**

1. Examine student physical examination reports and keep the administration informed of any unusual conditions and no compliance with state regulations
2. Provide emergency service for injury or sudden illness
3. Identify lice or nits in students and provide counseling for parents for treatment of lice
4. Alert and advise administration of occurrence of communicable disease by students or employees following guidelines from Department of Public Health
5. Maintain appropriate level of supplies for first-aid and emergency supplies

**F. Maintain reports as required by Department of Public Health, ISBE, and District**

1. Enter data into Pentamation system following required timelines
2. Review data supplied in reports checking for accuracy
3. Provide reports to administration as requested
4. Maintain Medical Susceptibility and Student Alerts list

**Physical Demands:** While performing the duties of this job, the employee will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head more than the average person. The employee needs the ability to travel to other buildings within one day.