

Community Consolidated School District 181

Job Description

Title: Certified School Nurse

Qualifications:

1. Valid IL Professional Educators License (PEL) with School Nursing endorsement.
2. Valid state license to practice as a registered nurse.
3. Two years of experience in nursing, preferably in a school district. (preferred)
4. American Red Cross CPR/AED/First Aid instructor. (preferred)
5. IDPH certified screening technician for vision and hearing screening. (preferred)

Reports to: Director of Learning (Pupil Services).

Job Goal: To establish a culture for health and wellness in district schools.

Performance Responsibilities:

1. Supervises school health services including district compliance with mandated state health requirements. This includes, but is not limited to, physical examination and immunization requirements, eye and dental examination requirements, and the vision and hearing conservation program.
2. Ensures state reporting to IWAS (ISBE/Illinois State Board of Education) and the Illinois Department of Public Health (IDPH) is completed by deadlines established by these agencies.
3. Participates with administration and school staff in developing and implementing a comprehensive school health program.
4. Supervises building school nurses effectively and standardizes nursing procedures throughout the district. Provides feedback to principals for annual building school nurse evaluations.
5. Supervises building school nurses in the maintenance of current cumulative health records on all students.
6. Displays an awareness of available health resources and communicates available resources to building school nurses, school staff, and families.
7. Develop and implement health care plans and emergency care plans according to the needs and characteristics of the student.
8. Verifies that student health concerns are communicated to appropriate school staff.

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9. Confers with students, parents, school personnel, physicians, and other agencies regarding student and school health.
10. Identifies and refers students for medical 504 eligibility. Collaborates with parents and school personnel when developing appropriate 504 accommodations.
11. Consults with parents and students regarding illnesses, health problems, and/or potential health problems.
12. Collaborates with parents, colleagues, and other individuals representing a variety of agencies/interests in developing or contributing to special education evaluations. This includes attendance at student support team meetings.
13. Recommends modifications to the educational program as a result of the health needs of individual students.
14. Review and updates district health-related policies and procedures.
15. Functions as a resource for health information for students, parents, and staff.
16. Reviews all incident reports forms and recommends measures to prevent future injury when indicated.
16. Assists school personnel in establishing sanitary and safe conditions in school.
15. Continually presents new information to promote the health services program.
16. Participates in and/or facilitates inservice training programs.
17. Collaborates with the health department regarding the exclusion and re-admission of students with communicable diseases.
18. Reports suspected child abuse cases as required by statute and district policy.
19. Participates in a variety of professional development and utilizes new skills/information to enhance the health and wellness of students.
20. Manages funds delegated to health service budgets.
21. Oversees the maintenance and repair of District medical equipment (automated external defibrillators, vision machines, audiometers, etc).
22. Oversees and/or facilitates CPR/AED instruction per American Red Cross guidelines.

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23. Staff health offices when needed.

24. Performs other duties as assigned.

Terms of Employment:

Follow teachers' calendar.

Evaluation: Performance of this position will be evaluated in accordance with the District's review procedure.