

Oak Park & River Forest High School District 200
201 N. Scoville Avenue
Oak Park, Illinois 60302

Job Description

Job Title: School Nurse – Part Time (Non-affiliated)
Reports to: Head School Nurse, Director of Pupil Personnel Services
Terms and Conditions: 3.5 hours per day, 170 days per year

Qualifications:

- Registered Nurse licensure, Illinois
- Minimum 2 years nursing experience
- Computer literacy and competency in use of existing technology

Position Summary: Assists in the supervision of the operation of Health Services.

Essential Duties: (Other duties may be assigned.)

1. Assists the Head School Nurse, School Nurse and Health Services Administrative Assistant in the supervision of the operation of Health Services.
2. Provides emergency health care within the limits of professional RN qualifications, and the Illinois Nurse Practice Act.
3. Communicates with parents, guardians or relatives when students are ill or injured or nearest relative when staff members are ill or injured.
4. Arranges transportation or en-route care to physician, hospital, or home for ill or injured students and staff members, and will accompany as necessary.
5. Assists in the maintenance of all District health records.
6. Processes student's accident reports and insurance claim forms as appropriate.
7. Provides faculty with confidential health information in accordance with Illinois law as appropriate.
8. Evaluates student immunization records and notifies parents/guardians of required immunizations to assure compliance with state mandates.
9. Maintains and administers medication with appropriate medical documentation in accordance with Illinois law.
10. Provides health information for students, parents, and staff.
11. Makes appropriate assessments and referrals for suspected abuse/neglect as DCFS mandated reporter.
12. Assists in management of and makes recommendations for health services annual budget and critical needs requests.
13. Maintains communication with administration, teachers, other school personnel and parents/guardian to meet needs of students.
14. Maintains confidentiality regarding all school and health-related issues.
15. Utilizes continuing education opportunities to enhance professional knowledge.
16. Participates as an active member of the school community, representing health/wellness.

This description should not be construed to contain every function/responsibility that may be required to be performed in this job. Incumbents are required to perform other related functions as assigned by supervisors.

Job Responsibilities: (Others responsibilities may be assigned.)

1. Works within the policies and regulations of the OPRF; Illinois public acts and regulations as described by the Illinois State Board of Education (ISBE); and applicable Federal laws, regulations and guidelines applicable to the education of high school students and staff.
2. Makes professional decisions that demonstrate support of the mission, goals and best interests of OPRF as expressed Board of Education approved documents including the Strategic Plan and Building Improvement Plans.
3. Responsible for the safety, well being, and work output of others under his/her supervision.
4. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.

Supervisory Responsibilities: This job has supervisory responsibilities for Health Services secretary and other part-time or temporary staff.

Skills, Physical Demands and the Work Environment. In order to perform this job successfully, an individual must be able to perform all essential duties and responsibilities. The requirements listed below are representative of the skills, physical demands, and work environment required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Skills Required: The employee in this position must have the ability to:

- Read, analyze and interpret documents including correspondence in print or electronic formats.
- Establish and maintain effective working relationships with all members of the school community.
- Communicate clearly and concisely in verbal or written form.
- The ability to effectively present information and respond to questions is required.

Physical Demands: While performing the duties of this job, the employee is regularly required to:

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus (The ability to withstand long-term use of computer devices is required.).
- Have occasional lifting carrying, running, pushing, and/or pulling and dexterity actions within job standards.

Work Environment:

- The noise level in the work environment is usually low. However, on occasion, the noise level will be moderate.
- Work is usually conducted indoors. This work could be conducted at any assigned school district location.

Employee Performance Evaluation: Job performance evaluations are completed annually by the School Nurse and Director of Pupil Personnel Services.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Oak Park & River Forest High School District 200 (OPRF) is an Equal Opportunity Employer. It is the policy and practice of OPRF to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. OPRF ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. OPRF has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making application for this opening should contact the office of the Director of Human Resources.

This position description should not be considered to contain every function/responsibility that an individual may be asked to perform by his/her supervisor. Employees are expected to perform other related functions as assigned.