

Township High School District 113 Position Description

Position Title: Certified School Nurse
Department: Counseling and Health Services
Reports To: Assistant Principal
Location: Highland Park High School
Deadline: Open until filled
Starting Date: August 15, 2017

SUMMARY:

The Certified School Nurse provides direct nursing services to students and staff members and coordinates a school health program to enhance health and wellness in the school community. Duties are to be performed in accordance with standards of professional school nurse practice, district/state board of education policies and procedures, and Illinois state law regarding nurse practice.

SUPERVISORY RESPONSIBILITIES:

- Health Services Administrative Assistant
- Health aides
- Other health care providers for students

EDUCATION and/or EXPERIENCE:

- Current Cardiopulmonary Resuscitation and Automatic External Defibrillation certifications
- Completion of a School Nurse Emergency Care Course preferred
- Illinois Certification as a Vision and Hearing screening technician
- Computer literacy and competency in use of existing technology
- Prior professional nursing experience

CERTIFICATES, LICENSES, REGISTRATIONS:

- Illinois Professional Educator License with School Nurse Endorsement (PEL-CSN) preferred

Placement on Certified scale at a level commensurate with education and nursing and school nursing experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Coordination:

- Assists with the ongoing development and administration of a coordinated school health program.
- Collects and analyzes epidemiological and other school health information and makes recommendations based upon statistical data.

- Participates in accident/injury prevention to facilitate school safety.
- Enforces the communicable disease prevention and control program in cooperation with local and state public health agencies.
- Manages school health records in accordance with the Illinois School Student Records Act, providing efficient retrieval information and other related archival responsibilities.
- Participates in a Child Find program and establishes and manages health screening programs according to state mandates and current health practices.

Clinical Practice:

- Provides and/or delegates direct professional nursing services, first aid, illness, and emergency care to students and staff including nursing assessment, identifying health problems, making referrals for diagnosis and treatment, recommending educational modifications, providing follow-up and evaluation, and maintaining appropriate documentation.
- Provides health information and counseling for students, parents/guardians, and staff.
- Develops a medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school.
- Supervises and/or provides screening and follow-up for deficits in vision, hearing, growth and development, and other physical deficits.
- Maintains accurate medical records to assure compliance with state mandates including immunizations, physical and dental examinations, and medical conditions.
- Participates as crisis team member and provides crisis intervention for students and staff in the advent of sudden illness or injury.
- Makes appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.

Health Office Management:

- Maintains a user-friendly and organized health services facility conducive to confidential communication and services.
- Maintains health and OSHA supplies and equipment as indicated for the health office and school.
- Makes recommendations for the health services annual budget and critical needs requests.

Communication:

- Maintains communication with administrators, teachers, other school personnel, and parents/guardians to enhance cooperative action, which will meet the health and safety needs of students.
- Initiates contact with, and acts as a liaison between, the home, school, community health agencies, and the private medical sector to enhance the health and wellness of the school community.
- Maintains confidentiality regarding all school and health-related issues.

Special Education:

- Participates as a member of the multidisciplinary team in the identification, evaluation, and placement of students into special education programs. Writes the health component of the Individual Education Plan as indicated.
- Recommends modifications of the school program for students who require accommodations due to a health deficit.
- Develops and maintains current health care plans for students who need special nursing interventions during the school day.

Professional Development:

- Participates as a member of their professional school nursing association (IASN, NASN) and utilizes continuing education opportunities to enhance professional knowledge in both nursing and education fields.
- Participates as a member of the faculty on district committees.
- Participates as an active member of the school community, representing health/wellness.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board of Education policy and contractual requirements for certified personnel.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in office environment, sitting, standing, light lifting, filing, operate office machines and computer, communicate with staff and others. Occasional lifting, otherwise non-demanding office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being and of students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

02/23/2017