

Oak Park and River Forest High School
District 200

NOTICE OF VACANCY

April 3, 2019

The following FACULTY SENATE position is available.

DEPT/PROGRAM: Health Services

POSITION: School Nurse - **Job ID #1515**

SUPERVISOR: Director of Pupil Personnel Services

QUALIFICATIONS: See job description below.

TERM: 10 months, 183-day school year work calendar.

SALARY: Per Faculty Senate collective bargaining agreement, initial placement \$58,884-\$72,570, based on experience.

APPLICATION: To apply, please visit our website at: www.oprfhs.org, go to About Us, Employment Opportunities, to be directed to our online application system.

DEADLINE: **11:59 P.M., Friday, April 19, 2019.**

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Job Description

Job Title:	School Nurse
Reports to:	Director of Pupil Personnel Services
Terms and Conditions:	10 months, 183-day school year work calendar.
Salary:	Per Faculty Senate collective bargaining agreement, initial placement \$58,884-\$72,570, based on experience.

OPRF – WHO WE ARE...

Oak Park and River Forest High School, or **OPRF**, is a comprehensive public high school located in Oak Park, Ill., a suburb eight miles due west of downtown Chicago. We are a one-school district, with the majority of our students coming from two sender districts, River Forest Public Schools District 90 and Oak Park Elementary School District 97. We offer more than 200 courses, a variety of programs for students with special needs, 75 clubs and activities, and 29 competitive sports. We prepare our students well for post-secondary success, with an average ACT composite score of 24 and a 94% graduation rate.

Oak Park and River Forest are communities that highly value diversity. OPRF is a founding member of the national Minority Student Achievement Network, and our school is racially and economically diverse, with about 44% of our 3,300 students identifying as African-American, Hispanic, multiracial, or Asian. Our villages have long embraced the LGBTQ community, and we have a significant mix of homeowners and renters.

We seek faculty and staff who have high expectations for **all** students, and who value student voice in education. As a school, we are particularly focused on closing opportunity gaps for our students of color.

OPRF is an equal opportunity employer that provides **equal employment opportunities** to all without regard to race, color, religion, sex, national origin, age, disability or genetics. **OPRF's goal is to increase its representation of people of color.**

Background:

Oak Park and River Forest High School District 200 is a progressive district that is focused not only on our tradition of excellence but our future. The District prides itself in offering our students a comprehensive 9-12 college and career readiness curriculum and a rich arts education program. Our students are curious, creative, and they come ready to learn. More than 90 percent of our students go on to college.

Oak Park and River Forest High School District 200 believes that we can “become an ever-improving model of equity and excellence that will enable all students to achieve their full potential.” We can accomplish this through dedicated teachers, staff, and administration who build relationships with students and have high expectations for themselves and their students. We believe in planning for and providing the academic and developmental support students need to meet those expectations. We further believe that every student can learn through exposure to academically challenging content, feedback during learning, and the educator’s knowledge and skill.

Oak Park and River Forest High School District 200 is a great place for those who are interested in an environment that supports creativity, leadership at all levels, innovation, a focus on

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professional and curriculum development, and the best practices of instruction. We are currently seeking individuals to join our team where we enable all students to achieve their full potential every day.

Qualifications:

- Registered Nurse licensure, Illinois
- Professional Educators License – Certified School Nurse (PEL-CSN)
- Minimum 2 years nursing experience
- Computer literacy and competency in use of existing technology
- Vision/Hearing certification preferred, but not required.

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

Essential Duties: (Other duties may be assigned)

1. Assists the School Nurse in the supervision of the operation of Health Services.
2. Assists in supervision of Health Services secretary and other part-time or temporary staff.
3. Provides emergency health care within the limits of professional RN qualifications.
4. Provides health history updates for IEP meetings, 504 plan meetings as needed.
5. Communicates with parents, guardians or relatives when students are ill or injured or nearest relative when staff members are ill or injured.
6. Provide nursing services on field trips for OPRF students as needed.
7. Arranges transportation or enroute care to physician, hospital, or home for ill or injured students and staff members, and accompanies as necessary.
8. Assists in the maintenance of all District health records.
9. Assists in administration of annual vision screening tests for all incoming freshmen, transfer students, and all special education students.
10. Assists in administration of annual hearing tests for all special education students and for any student with a suspected or already identified hearing impairment.
11. Processes student's accident insurance claim forms as appropriate.
12. Provides faculty with confidential health information in accordance with Illinois law as appropriate.
13. Evaluates student immunization records and notifies parents/guardians of required immunizations to assure compliance with state mandates.
14. Assists with administration of athletic physicals.
15. Maintains and administers medication with appropriate medical documentation in accordance with Illinois law.
16. Serves on various committees.
17. Provides health information for students, parents, and staff.
18. Makes appropriate assessments and referrals for suspected abuse/neglect as mandated reporter.
19. Assists in management of and makes recommendations for health services annual budget and critical needs requests.
20. Maintains communication with administration, teachers, other school personnel and parents/guardian to meet needs of students.
21. Maintains confidentiality regarding all school and health-related issues.
22. Utilizes continuing education opportunities to enhance professional knowledge.
23. Participates as an active member of the school community, representing health/wellness.

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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, wellbeing, 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.),
- To 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.

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Employee Performance Evaluation: Job performance evaluations are completed annually by the Director for 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.

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.