

Giant Steps Illinois, Inc.

School Nurse

JOB DESCRIPTION

Reports directly to the Executive Director

The school nurse is a registered professional nurse certified with the Illinois Department of Education working in the school setting who strengthens and facilitates the educational process by improving and protecting the health status of children. The major focus of school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is uniquely qualified in preventive health, health assessment, and referral procedures. In addition, the school nurse provides instruction in the maintenance of good health and disease prevention.

DUTIES AND RESPONSIBILITIES

Relationship Building:

- Create relationships with students and staff
- Send out monthly health tips/ Provides information on health
- Interface with outside resources dealing with health and well-being
- Create an environment of positive working relationships

Functional Duties:

- Develops policies, procedures and work standards for school health program
- Monitors compliance of school health program with federal, state and local laws, regulations and policies
- Maintains, evaluates, and interprets cumulative health data to accommodate individual needs of students
- Initiates program changes as needed to ensure health and well-being standards
- Prepares health reports for supervisor, board of education and health department
- Collaborates with other child-support agencies in designing and providing a school health program
- Negotiates professional and medical services essential to the school health program
- Provides first aid care and medically prescribed services
- Maintains security of school health supplies
- Serves as a resource person on health issues
- Provides staff development on health-related topics for school staff and volunteers
- Screens and conducts health appraisals for students and staff
- Provides follow-up evaluations on students as required
- Provides ongoing health information to pupils, parents, school personnel and health agencies
- Recommends corrective action where problems are identified
- Corresponds with parents on health needs of children
- Participates in home visits to assess the family's needs as related to the child's health
- Records immunizations, health findings, and other relevant health data
- Maintains Undesignated Epinephrine, including renewal, inspection and reporting in accordance with Giant Steps and State policies
- Must be CPR/AED certified
- Serves as a resource person to the classroom teacher and administrator in health instruction and as a member of the health curriculum development committees

(The responsibilities listed above are representative and not all inclusive. Other duties may be assigned by supervisor/s.)

KNOWLEDGE AND LEADERSHIP QUALIFICATIONS

- Considerable knowledge of medical disorders and treatment
- Considerable knowledge of child growth and development
- Working knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies
- Working knowledge of Federal, State, and Local laws and regulations affecting the delivery of school health services
- Some knowledge of the school organization and the community served
- Ability to identify abnormal growth and development and symptoms of disease

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- Ability to coordinate and facilitate services between the school, local health agency, and other community resources
- Ability to develop and maintain health records on students
- Strong organizational skills
- Excellent communication skills, oral and written
- Be familiar with autism and other health impairments

ADMINISTRATION DUTIES:

- Is responsible for maintaining and updating cumulative health records
- Helps develop/revise school health policies, procedures and standing orders
- Prepares the budget for school health supplies
- Reviews, revises and implements emergency policies, including in-service health and safety programs for personnel
- Prepares first aid kits for building
- Organizes, instructs, and supervises school health volunteers or assistants
- Documents health office visits of staff and students
- Reports regularly on school health activities to the Executive Director
- Implements the school medication policy and procedure
- Keep lines of communication open between nurse and teachers, nurse and administration, nurse and parents

COORDINATION DUTIES:

- Interprets school health services to school personnel
- Serves as a health liaison between school, home, and the community. Makes home visits as needed
- Encourages parents to maintain current immunization protection as recommended by the Department of Human Services
- Helps school personnel recognize departures from appropriate behavior and growth patterns; helps students and staff adjust student programs when necessary to accommodate health needs of students
- Review students' health records and inform school personnel of special health problems, possible school safety hazards.
- Provide additional education based on student specific needs (diabetes, anaphylaxis, seizures)
- Serves as a resource person to school personnel

PERSONAL AND INTERPERSONAL SKILLS

- Action Oriented – enjoys working hard and looks for challenges; able to act and react as necessary, even when limited information is available; not afraid to take charge of a situation
- Personal qualities include integrity, credibility, accountability, and commitment to the mission of Giant Steps
- Flexible and able to multi-task; can work in an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrates resourcefulness
- Willingness and flexibility to attend meetings and events including nights and weekends

MINIMUM JOB REQUIREMENTS

- Possession of a current license to practice professional nursing in Illinois
- Member of National Association of School Nurses (NASN) and Illinois Association of School Nurses (IASN)
- Three-year's experience as a professional registered nurse
- A baccalaureate degree is required

CONDITIONS OF EMPLOYMENT

- Pre-employment physical, drug screening, and criminal background check
- Possesses appropriate professional credentials

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CLASSIFICATION

- The School Nurse is an exempt position under the Fair Labor Standards Act (FLSA).

SALARY

- Salary is commensurate with level of education and experience.

CALENDAR

- The School Nurse follows the Program Administration Calendar.

CONDITIONS OF EMPLOYMENT

- Pre-employment physical, drug screening, and criminal background check
- Possesses appropriate professional credentials
- Reference check(s)

WORKING CONDITIONS AND PHYSICAL EFFORT

- Work is typically performed indoors within the school facility
- Moderate physical movement is required for the job
- Minimal exposure to physical risk is anticipated

ANNUAL PERFORMANCE REVIEW

- The School Nurse will schedule his/her formal annual review meeting with the Executive Director two weeks prior to his/her performance review in June.
- The School Nurse will complete a draft personal evaluation to be used during the formal review two weeks prior to his/her performance review in June.
- The School Nurse performance review will be conducted in June of each year by the Executive Director.

COMPENSATION PACKAGE

Giant Steps Illinois, Inc. provides a competitive benefits package, including medical, dental, and vision coverage to all full time employees who work a minimum of 30 hours/week.

Disclaimer

This disclaimer is to acknowledge that it is highly probably that as an employee of Giant Steps Illinois, Inc., you are at risk of personal injury. Injuries may include, but are not limited to hitting, biting, kicking, scratching, and having hair pulled by students. The extent of some injuries may result in a break in the skin. All injuries must be documented according to the policies and procedures outlined in the Employee Handbook. Often, students are placed in this setting as a result of physical aggression or acting out behaviors that may prohibit them from participating in a typical school environment. Our setting of a private therapeutic day school allows for this atypical behavior. All employees are required to show proof of a Hepatitis B vaccination upon hire.

- * Giant Steps Illinois, Inc. has the right to review and change the job description when necessary.