

*COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools*

ASSIGNMENT: School Nurse GROUP: ESP
DEPARTMENT: Educational Services FLSA STATUS: Non-Exempt
LICENSURE: Valid license issued by IDFPR as a registered nurse
TERM OF EMPLOYMENT: 10 months
REPORTS TO: Principal & District Health Coordinator

Job Goal: To assure that the schools provide a healthful environment for all students. To assist the School Health Coordinator with the coordination of health services within the school cluster.

Qualifications:

- Valid license issued by IDFPR as a registered nurse
- Ability to work effectively with students, staff, parents, and community agencies
- Computer skills for accurate recordkeeping
- Must have the ability to travel to/from various locations in the district as needed

Duties and Responsibilities:

I. ADMINISTERS FIRST AID AND EMERGENCY CARE BY:

- Treating injuries and health concerns.
- Maintaining a log of health interventions provided.
- Accompanying a child or staff member in an ambulance to the hospital when a medical emergency occurs, at the direction of the principal/designee.
- Reporting, attending to and recording all bus accident injuries.
- Obtaining/updating student health histories.
- Maintaining the school's first aid kits, first aid fanny packs, and Grab and Go crisis bag.
- Check and log monthly the school's automated external defibrillator (AED) equipment.
- Completing and processing accident and incident reports.

II. REVIEWS AND MAINTAINS PHYSICAL EXAMINATIONS, IMMUNIZATION, DENTAL AND VISION RECORDS BY:

- Preparing health office for each new school year.
- Keeping immunization records updated.
- Initiate and follow-up on referrals to ensure student compliance.
- Preparing and keeping current health file (electronic or paper) for all students
- Updating and distributing disability lists to school principal and District Health Coordinator.
- Preparing the yearly State Immunization Report.
- Review Student Registration and Emergency forms for health information.
- Maintain student interscholastic athletics compliance (junior highs).
- Review physical examination, immunization, dental and vision reports for compliance with state regulations.

- Prepare the annual state dental report.
- Prepare the annual vision report.
- Inform staff who have a “need to know” of student health concerns and document sharing.
- Process certification for medical busing and home/hospital tutoring.

III. CONDUCTS VISION AND HEARING SCREENINGS AND FOLLOW UPS WITH REFERRALS AND DOCUMENTATION BY:

- Organizing/conducting the annual vision and hearing screenings/re-screenings.
- Initiate and follow-up on referrals to ensure student health issues are addressed.
- Entering data in health files (electronic and paper).
- Completing the yearly State Report.

IV. ADMINISTERS MEDICATIONS AND/OR HEALTH SERVICES PER DOCTOR’S ORDERS BY:

- Maintaining current health information and medication/health services orders.
- Communicating with students, parents, teachers, and/or doctors (licensed nurses are responsible for communications with doctors).
- Maintaining a log of medications and/or health services provided.
- Participating in Communicable Disease Review Team meetings and maintaining related confidentiality.
- Providing and monitoring health services in accordance with health care plans developed for individual students.
- Participate in the development and compliance of evacuation plans for students who require such accommodations.
- Prepare health information and review student needs with appropriate staff in preparation for student fieldtrips and/or outdoor education activities.

V. PARTICIPATES IN STUDENT SERVICE TEAM MEETINGS BY:

- Attending meetings
- Preparing for meetings
- Referring students with health needs

VI. HAS COMMITMENT TO CONTINUOUS IMPROVEMENT BY:

- Participating in yearly District and area Professional Growth Opportunities.
- Maintaining CPR/AED certification.
- Maintaining license, permit, certification and registration as a Vision and Hearing Technician.
- Maintaining current First Aid Certification.
- Maintaining appropriate job related certification/credentials.
- Providing staff with their annual bloodborne pathogen inservice.
- Assisting with the inservice training of staff in health related workshops.
- Acquiring and applying technologies related to job responsibilities.

VII. MAINTAINS GOOD COMMUNICATION BY:

- Communicating with parents related to their child’s health.
- Making home visits with team members when appropriate.
- Communicating with principal and teacher/s as appropriate.

- Attending team meetings, especially for students with IEP's, 504 Plans, or individual health care plans.
- Reporting communicable diseases to the District Health Coordinator.
- Distributing information on wellness opportunities.
- Referring families to medical providers and helping them to access financial aid when necessary.
- Communicating with the partner nurse (if assigned), District Health Coordinator, Principal, and Assistant Superintendent for Educational Services, as appropriate.
- Maintaining confidentiality of information related to the health status of students and staff.

This list of essential functions is not exhaustive and may be supplemented as necessary by the principal or Assistant Superintendent for Educational Services.

CORE COMPETENCIES

- Highly ethical and able to maintain confidentiality.
- Demonstrates professional conduct at all times.
- Committed to continuous improvement and data based decision-making.
- Displays quality work through accuracy and attention to detail.
- Effective written, verbal, and technology based communication skills.
- Works effectively and productively as a member of a team.
- Exhibits a service orientation.
- Demonstrates technology skills as required by job responsibilities.
- Excellent attendance and punctuality.

Physical Activity Requirements

- Routine physical activity associated with normal school environment.
- While performing the duties of this job, the employee is regularly required to speak and hear to exchange information.
- The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 20 lbs.
- Specific vision abilities required by this job include close visual acuity, preparing and analyzing data, viewing computer, extensive reading.

EVALUATION: Principal with input from the District Health Coordinator

07/16