



Marquardt School District 15
Job Description

Title: Certified School Nurse (CSN)

Purpose: The Certified School Nurse (CSN) is responsible for coordinating a school health program and delivering direct nursing services to promote the health and wellness of the school community. Operating within the Special Education Team, the CSN's duties must align with professional school nurse practice standards, the Illinois Nurse Practice Act, and the policies and procedures set by the district and state boards of education. To provide a safe and healthful environment for all students.

Qualifications:

- Bachelor of Science in Nursing from an accredited college or university
- Valid Professional Educator License (PEL) with School Nurse endorsement (Illinois)
- Current Registered Nurse (RN) licensure in the State of Illinois
- Current CPR/AED certification
- Bilingual (preferred)
- Experience in pediatric, adolescent, community, or school nursing (preferred)
- Knowledge of current medical technology and health record systems
- Strong oral and written communication skills
- Ability to respond calmly and effectively in emergency situations
- Computer proficiency (data systems, documentation, reporting)

Physical Demands and Work Environment

The role requires the ability to perform the following for extended periods: sitting, standing, walking, bending, and lifting. Essential physical requirements also include:

- Operating office and computer equipment, requiring the ability to withstand long-term computer use.
- Vision abilities including close vision and the ability to adjust focus.
- Reaching with hands and arms, and repeating actions with the same hand, arm, or finger



motion.

- Occasional lifting up to 50 pounds.
- Occasional carrying, running, pushing, and/or pulling.
- Responding quickly to emergencies and performing emergency care, including CPR.

Duties and Responsibilities:

Health Services & Clinical Practice

- Provide direct nursing services including first aid, illness care, and emergency response to students
- Administer medications and treatments in accordance with district procedures
- Conduct nursing assessments, identify health concerns, and make referrals for further evaluation
- Develop and implement Individual Health Care Plans (IHPs) for students with medical needs
- Provide follow-up care and ongoing evaluation of student health concerns
- Support medically fragile students, including potential 1:1 nursing assignments as required by IEPs

Coordination & Compliance

- Coordinate and implement a comprehensive school health program
- Maintain compliance with immunization, physical exam, and health reporting requirements
- Collect and analyze health data to inform services and compliance
- Assist in development and implementation of health-related policies and procedures
- Ensure adherence to infection control practices and universal precautions

Documentation & Communication

- Maintain accurate and confidential student health records
- Document health office visits and required reports in electronic systems
- Communicate with administrators, teachers, and families regarding student health needs
- Serve as liaison between school, home, medical providers, and community agencies
- Report communicable diseases and health concerns per district and state guidelines

Student Support & Special Education

- Participate as a member of the Student Services, IEP, and 504 teams
- Provide input on accommodations and health-related supports for students
- Assist with adaptations that support student access in the school setting
- Complete health histories and medical reviews as needed

Health Office Management



- Maintain a safe, clean, and organized health office
- Ensure proper storage and maintenance of medical equipment and supplies
- Follow district procedures for infection control and safety

Professional Responsibilities

- Participate in professional development and continuing education
- Attend required meetings and collaborate with district health services staff
- Support a positive and healthy school environment
- Perform additional duties as assigned

Terms of Employment

- Approximately 185–190 days based on school calendar
- Salary and benefits determined by the Board of Education

****The above description covers the most significant duties performed but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.*

Revised 3/2026