



# Marquardt School District 15 Job Description

**Job Title:** Registered School Nurse

**Supervises:** NA

**Evaluation:** Director of Health Services

**Position Type:** Non-Licensed

**Reports To:** Director of Health Services

**Role Purpose:** *Under the supervision of the building principal and the certified school nurse, this person ensures nursing services are provided to students and staff members to maximize health and wellness in the school. All duties must be performed in accordance with district and state board of education policies and procedures as well as state law regarding nursing practice.*

## Qualifications

- o Completion of requirements for a bachelor's degree, preferred
- o Current Registered Nurse licensure in State of Illinois
- o Experience in nursing and completion of a school health orientation program, preferred
- o Maintains certification in Child/Adult CPR and First Aid
- o Illinois certification as a Vision and Hearing screening technician, preferred
- o Good oral and written communication skills
- o Ability to react quickly, calmly and decisively in a crisis
- o Computer experience with word processing, data entry, excel spreadsheets, and databases
- o Bilingual Preferred

## Knowledge and Skills

- o Provides direct professional nursing services, first aid, illness and emergency care to students and staff
- o Administers medication with appropriate documentation
- o Participates in maintaining accurate medical records to assure compliance with state mandates including immunizations, physical examinations, and medical conditions
- o Assists with the mandated hearing and vision screenings
- o Makes appropriate assessment and referrals for suspected abuse/neglect as a mandated reporter and discusses with administrator and/or social worker

## Communication/Documentation

- o Maintains communication with the Certified School Nurse (CSN), teachers, other school personnel and parents and guardians
- o Complete accident reports
- o Maintains confidentiality regarding all school and health-related issues
- o Reports communicable disease to the Certified School Nurse
- o Document results of screenings and designated health information
- o Complete "health office visit" in electronic database for each student seen in the health office
- o Compiles data for statistical purposes



- o Assisting the CSN with writing Emergency Action Plans, Individual Health Care Plans, and health histories

#### ***Working with Students with Special Needs***

- o Maintains a current confidential list of students with health concerns
- o Assists with adaptations put in place to allow the student to function in the school setting as delegated by the CSN

#### ***Health Office Maintenance***

- o Assumes responsibility for maintaining a neat and orderly environment
- o Follows district policy regarding the cleaning of equipment
- o Follows district policy regarding infection control measures
- o Monitors inventory of supplies and notifies CSN of needed supplies

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, talk, hear, taste, and smell for extended periods of time. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Frequent repetitive activities including hands, arms, and legs for clerical related work. The employee must occasionally lift and/or move up to 50 pounds and occasional lifting up to 50 pounds in the physical assistance of students with special needs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

While performing the duties of this job, the employee regularly works inside but could occasionally be outside and is subject to noises associated with an office environment that is deemed moderate. At times, the employee works in an educational setting with children of varying ages and abilities is directly responsible for the safety, well-being, and work output of students.

*\*\*\*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.*

**Reviewed/Revised:** May 14, 2024