



ANTIOCH COMMUNITY CONSOLIDATED SCHOOL DISTRICT 34

INSPIRE TO DREAM - EMPOWER TO ACHIEVE

CERTIFIED SCHOOL NURSE

POSITION SUMMARY

The certified school nurse provides direct nursing services to students and staff members to maximize health and wellness in the school setting. All duties are performed in accordance with the district/state board of education policies and procedures and the state law regarding nurse practices. The certified school nurse collaborates with parents, colleagues, and administrators to ensure wellness of each child.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains accurate and complete records involving student information required by law, District policy, and administrative direction
- Acts as a resource and support for the nursing team
- Provides nursing and/or medically prescribed interventions.
- Counsel individual students regarding health issues, implements student health management plans, evaluates student response and/or revises health management plans when necessary.
- Consults with staff to help them better understand student's various medical concerns and how they impact the student in the school setting.
- Acts as a liaison between schools, families and community social service agencies and medical providers.
- Organizes and implements state mandated programs i.e. immunizations, health screenings, school based vision and hearing screenings, etc.
- Maintains ethical standards of confidentiality. (HIPPA and FERPA)
- Participates effectively as a member of the building crisis team.
- Promotes programs to address health issues in a preventative manner.
- Participates in student and staff health promotion and wellness programs.
- Initiates contact with parents/guardians.
- Demonstrates current knowledge of best practices in school nursing and uses independent nursing judgment when delivering school health services within the parameters of Board policies and procedures.
- Completes paperwork in a timely manner.
- Recognizes signs of emotional distress, child abuse, and neglect and follows procedures for reporting known or suspected abuse or neglect to appropriate authorities.
- Maintains confidentiality of records and respect for privacy of all students and staff.
- Conducts the professional activities of assessment, diagnosis, and/or instruction consistent with the requirements of applicable laws, rules, regulations, and Board policies and procedures.
- Abides by current legal directives, school policies, and procedures.
- Models and promotes ethical practices for confidential communication.
- Administers medications and performs specialized procedures in compliance with State law and Board procedures and policies.
- Demonstration of strong verbal, interpersonal, and written communications skills with colleagues, parents, and administration
- Demonstrate a commitment to continuous professional growth

QUALIFICATIONS

- Bachelor's Degree in nursing
- Professional Educator License (PEL)
- Registered RN license with IDFPR
- Knowledge of theories and practices of child development

PHYSICAL DEMANDS

The role requires the ability to perform various physical tasks, including standing, walking, sitting, kneeling, lifting, and bending, as necessary to fulfill job responsibilities. The work environment may involve exposure to typical levels of noise and activity associated with a school and on a school bus setting. This overview is not exhaustive of all physical requirements and responsibilities inherent in the role.

TERMS OF EMPLOYMENT

REPORTS TO: Building Administration	BENEFITS <ul style="list-style-type: none"> ● Sick leave and personal days ● Employer contributions to the Teachers Retirement System (TRS) ● HMO insurance and dental benefits ● Opportunities for professional development and growth within the district.
TERMS OF EMPLOYMENT: Salary, length of work year and ongoing service shall be determined by the Board of Education.	

The statements in this job description are intended to describe the general nature and level of the work to be performed by the individual assigned to the position. They are not an exhaustive list of all of the duties and responsibilities related to the position.