



## JOB DESCRIPTION Nurse Coordinator Substitute

### GENERAL INFORMATION

<b>Title:</b>	Nurse Coordinator Substitute	<b>Union Status:</b>	Non-Exempt - Exempt
<b>Department:</b>	Student Services	<b>Work Year:</b>	TBD
<b>Location:</b>	Varies per Assignment	<b>Reports To:</b>	Asst. Superintendent of Student Services/Director of Health Services
<b>ISBE Classification/Code:</b>	Administrator/EIS Code 107	<b>Evaluation:</b>	Assistant Superintendent of Student Services/Director of Health Services
<b>FLSA Status:</b>	Exempt	<b>Supervisory Responsibilities:</b>	School Nurse in Assigned Buildings in conjunction with Building Administrators
<b>Benefits Package:</b> N/A		<b>Starting Salary:</b> \$300/Day	

**GENERAL RESPONSIBILITIES:** The Nurse Coordinator Substitute coordinates the school health program, including the delivery of services to students, and serves as the health to staff members in order to enhance health and wellness in the school community. Duties to be performed are in accordance with standards of professional school nurse practice, district/state board of education policies and procedures, and the State of Illinois Nurse Practice Act.

### **ESSENTIAL FUNCTIONS:**

- School assignments will be per Assistant Superintendent of Student Services and Director of Health Services
- The Nurse Coordinator collaborates on the development and administration of a coordinated school health program in conjunction with the Director of Health Services and other Health Services Coordinators
- The Nurse Coordinator provides and/or delegates direct professional nursing services, including first aid, illness, and emergency care
- The Nurse Coordinator makes appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter
- The Nurse Coordinator participates in accident/injury prevention to facilitate school safety
- The Nurse Coordinator assists the School Nurse at each building in maintaining accurate medical records, including immunizations, physical and dental examinations, and medical conditions, in accordance with the Illinois School Student Records Act
- The Nurse Coordinator develops communication with the School Nurse at assigned schools, addressing areas of challenge as well as implementing current nursing trends and practices in schools
- The Nurse Coordinator participates in IDPH and ISBE compliance programs in conjunction with the School Nurse at assigned schools, and makes recommendations to the Health Director based on data
- The Nurse Coordinator initiates contact with and acts as a liaison between the home, school, community health agencies and the private medical sector to enhance the health and wellness of the school community
- The Nurse Coordinator collaborates with external healthcare providers, including referrals, follow-up care, and educational planning regarding students' health and safety needs and developing plans to meet those needs at school
- The Nurse Coordinator maintains confidentiality regarding all school and health-related issues
- The Nurse Coordinator participates as a member of the multidisciplinary team in the identification, evaluation, and placement of students into special education programs.
- The Nurse Coordinator writes the health component of the Individual Education Plan as indicated
- The Nurse Coordinator recommends modifications in the school program for students who require accommodations due to health concerns



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- The Nurse Coordinator develops and maintains current health care plans for students who require nursing interventions during the school day
- The Health Services Coordinator provides consultation and support to School Nurses for student healthcare plans at assigned schools
- The Nurse Coordinator maintains professional and compliant nursing documentation processes
- The Nurse Coordinator attends and assists in planning departmental meetings as scheduled
- The Nurse Coordinator assists or participates in the district wide hearing and vision screening program, including follow up to hearing and vision screening referrals
- The Nurse Coordinator participates in the development of health-related policies and procedures in compliance with state mandates and current health practices
- The Nurse Coordinator participates as a member of professional organizations (IASN, NASN), utilizes continuing education opportunities, and participates as an active member of the school community representing health/wellness
- Other duties as assigned by Assistant Superintendent of Student Services or Director of Health Services

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

- Current Illinois Registered Nurse License
- Maintains current PEL - CSN licensure
- Current CPR/AED certification, CPR Instructor preferred
- IDPH Hearing and Vision Technician Certification Preferred
- Able to perform effective care and emergency response for persons within assigned building
- School-Based Experience Preferred
- Basic computer skills
- Good communication skills

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of the job, the employee is **regularly** required to sit; use hands to finger, handle, or feel; and talk or hear. The employee **regularly** is required to reach with hands and arms. The employee is **regularly** required to stand and walk. The employee must **frequently** lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee **regularly** types using a keyboard. Within the work environment, the employee is exposed to a computer screen and regularly works within an office environment. The employee occasionally works evenings and/or weekends. The employee is occasionally exposed to outdoor weather conditions and regularly works with the use of a personal vehicle. The employee will have contact with the public, which requires appropriate demeanor and apparel. The noise level in the work environment is typically moderate.

*The physical demands and work environment described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Reviewed/Revised:**

January 2026

*The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.*