



JOB DESCRIPTION Registered Nurse

GENERAL INFORMATION

Title:	Registered Nurse	Union Status:	ESPA
Work Year:	192 days	Reports To:	Building Principal/Coordinator of Health Services
ISBE Classification/Code:	374	Evaluation:	Annually by the Principal/Coordinator of Health Services
FLSA Status:	Non-Exempt	Supervisory Responsibilities:	None
Salary:	Schedule C Pay Scale	Benefits:	Board Paid Single Coverage

GENERAL RESPONSIBILITIES:

Provide and/or delegate services including first aid, care for ill students and emergency care to students and staff. Screen for health problems that impact education. Identify and manage students' health concerns so they are ready to learn.

ESSENTIAL FUNCTIONS:

- Administer illness, first aid and emergency nursing care to students in accordance with licensure law and district policies
- Administer medications and health treatments in accordance with licensure law and district policies
- Maintain compliant student health records
- Perform or coordinate state mandated vision and hearing screening.
- Assist the education team in planning to support medical conditions of students within the school
- Manage and maintain a neat and efficient school health office
- Have the ability to work from home, in the event work from home is provided by the district, including the ability to access WIFI
- Check and respond to District email at a minimum of once daily
- Perform other duties as assigned

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Current Illinois Registered Nurse License
- Current CPR certification
- Able to perform effective care and emergency response for persons within assigned building
- Basic computer skills
- Good communication skills

EDUCATION, CREDENTIALS and/or EXPERIENCE:

- Bachelor's degree preferred
- Pediatric experience preferred
- IDPH Certification Vision preferred
- Hearing Screening Technician preferred

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 occasionally 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,



JOB DESCRIPTION **Registered Nurse**

distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly types using a keyboard.

In the work environment, the employee is exposed to video display and works in office environmental conditions. Occasional opportunities may be available for work in the evening or on weekends. The employee is occasionally exposed to outdoor weather conditions and occasionally 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 usually moderate.

The physical demands and work environment described 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:

July, 2022

Salary and Benefits Information Added May 2025

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.