



Title: Assistant Nurse Administrator

Qualifications:

1. Graduation from an accredited school of nursing with a Bachelor's Degree in Nursing or a related field
2. Illinois Professional Educator License with School Nurse endorsement – OR – Registered Nurse with IEP Designation from the Illinois State Board of Education
3. Holds a current and unrestricted RN license in the State of Illinois
4. A minimum of one (1) year of experience in Nursing
5. Has current CPR certification or CPR Instructor's certification
6. Knowledge of the nursing process and community health nursing
7. Knowledge of current trends in healthcare delivery and treatment
8. Knowledge of the medical, legal, and ethical aspects of nursing
9. Knowledge of age-appropriate anticipatory guidance and health issues or concerns
10. Working knowledge of community, medical, and social services resources
11. Ability to assess student needs, formulate care plans, and evaluate plans of care
12. Ability to provide culturally competent care
13. Ability to monitor and record client-related outcomes and observations
14. Ability to understand and implement standing orders and administer therapeutic prescriptions
15. Ability to establish and maintain effective working relationships with staff, parents, students, and medical professionals
16. Ability to work within guidelines established by District policies and/or grants
17. Strong written and oral communication skills

Reports To: Nurse Administrator

Supervises: Nurses, Certified Nursing Assistants (CNAs), and other personnel as assigned

Position Summary: The Assistant Nurse Administrator is primarily responsible for assisting with the coordination of nursing services for the District's students and ensuring compliance with applicable laws, regulations, and District Policies.

Key Responsibilities:

1. Assists with oversight and coordination of the District's nursing and related services (Hearing/Vision Screening, immunization/medical records, etc.).
2. Performs and ensures others perform all the technical duties and responsibilities of a Registered Nurse with the highest level of nursing care.
3. Serves as a District designee for the health component of all Individual Education Plans (IEPs) and 504 Plans.

Job Duties:

**Nursing Services**

- A. Maintains general safety regulations for patients and staff.
- B. Monitors patient reports and collaborates with nursing staff on procedures and plans.

- C. Prepares requests for medical and non-medical supplies.
- D. Assists with the coordination of programs with hospitals, universities, and public health departments to organize and facilitate health care for students and staff.
- E. Is committed to the nursing "code of ethics," Federal regulations and laws, as well as District and State policies and procedures.
- F. Identifies present and potential health needs and resources related to the health of students.
- G. Provides case management services to students in targeted populations including development of service plans, service coordination, and provision of services.
- H. Conducts health, development, physical, and/or psycho-social assessments for students, as directed.
- I. Administers primary and/or secondary preventive health interventions, as directed.
- J. Participates in the planning, organizing, and evaluation of health services and wellness for students.
- K. Maintains accurate and complete records of all client-related activities.
- L. Communicates service/treatment plans and expected outcomes to families.
- M. Participates in outreach activities, as directed.
- N. Links and refers clients to community resources and conducts follow-up.
- O. Teaches and supervises families in the provision of health services to clients.
- P. Works with school Social Workers regarding behaviors and associated with health risk and/or control of communicable diseases.
- Q. Administers injections and medications to those students that require this service.

#### **Special Education**

- A. Participates as a member of the multidisciplinary team in the identification, evaluation, and placement of students into special education programs.
- B. Writes the health component of Individual Education Plans (IEPs) and 504 Plans when necessary.
- C. Recommends modifications of the school program for students who require accommodations due to a health deficit.
- D. Oversees development of current health care plans for students who need special nursing interventions during the school day, in collaboration with the building or classroom nurse.
- E. Assists with Medicaid documentation, billing, and claims.

#### **Equity Leadership and Student Success**

- A. Cultivates a commitment among all District staff to enable all students to achieve high standards.
- B. Confronts preconceptions and models open dialogue around race, culture, class and other issues of difference.
- C. Operates with a lens of cultural proficiency, sensitivity, and equity to ensure students' needs are met.
- D. Assesses the distribution of behavioral, emotional, health, and other non-academic supports with a clear racial equity lens, ensuring allocations provide the best resources to equitably and effectively meet the needs of all students, families, and schools.

#### **Acting with Integrity, Fairness, and In an Ethical Manner**

- A. Models the attributes of an effective District leader, including demonstrating ethical actions, positive demeanor, collaborative working relationships, and a connection to community agencies that support schools.
- B. Models a positive approach to interacting with all District staff.
- C. Exercises confidentiality and good judgement in all aspects of work.

#### **Other Responsibilities**

- A. Assists with the coordination of and provides professional development opportunities for staff.
- B. Participates in District meetings and such other meetings as are required or appropriate.
- C. Complies with and ensures others comply with Federal, State, and local laws; regulations of the Illinois State Board of Education; and the District's Board of Education Policies.
- D. Develops department procedures and makes recommendations regarding District policies and negotiated agreements.
- E. Implements the District's supervision and evaluation program for all designated staff.

- F. Builds relationships with all staff members, promotes a team-oriented environment, and maintains high standards of accountability.
- G. Develops and maintains successful, cooperative relationships with personnel, union leadership, and the general public.
- H. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications, or enrolls in advanced courses).
- I. Performs all other duties necessary to the position and such other duties as may be assigned by the Superintendent.

Terms of Employment: Wages, work year, hours, terms and conditions of employment as set by the Board of Education

Evaluation: Performance will be evaluated by the Nurse Administrator in accordance with the District's plan for evaluation of administrative personnel

FLSA Status: Exempt

Status: Created February 25, 2026