



Crete-Monee School District 201-U

JOB DESCRIPTION

TITLE: NON-CERTIFICATED SCHOOL NURSE SUBSTITUTE

Purpose Statement

The position of School Nurse Substitute has been established to provide *on-call* assistance in the absence of the regular LPN or RN. This position has been established for the purpose of assisting in the medication administration and implementation of the health services program on an on-call.

Reports To

Health Coordinator or Director of Student Support Services

Essential Function

Assist in the implementation of the health services program; including medication administration, medical records management, emergency care of students and such duties as may be assigned by the principal or District supervisor.

Job Responsibilities

- Supervise and administer prescribed medications by students and maintain required records.
- Manage Individualized Health Care Plans, Diabetic Care Plans, and Emergency Action Plans.
- Monitor students placed on new medication per physician instructions.
- Maintain record of all students referred to the health office.
- Deliver medically-related procedures required to be completed by a Registered Nurse (RN); such as diabetic management.
- Monitor and report to the Public Health Department any serious health incidents as required; such as any contagious disease.
- Communicate with parents regarding students' specific health problems.
- Provide follow-up services and notification of students' health difficulties.
- Serve as liaison with Health Coordinator and Health Department in providing information and materials on health education programs.
- Maintain the health office in a safe and secure manner.
- Maintain all required supplies and equipment as appropriate.
- Serve as the school contact with all physicians of medically-at-risk students.
- Monitor all chronic illness cases and take appropriate action.
- Demonstrate initiative in the performance of assigned responsibilities.
- Model and maintain high ethical standards for both the education and nursing field.
- Maintain confidentiality regarding student records and other school matters.
- Maintain positive relationships with staff, students and parents.
- Participate in workshops and trainings as required.

- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries or concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all Board of Education policies, rules and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Perform other incidental tasks consistent with the goals and objectives of this position.

Job Requirements: (Minimum Qualifications)

- Illinois State Licensed Registered Nurse or Type 73 Certified School Nurse (Certified School Nurse Preferred) or Illinois State Licensed Practical Nurse.
- Certification in First Aid and CPR Training.
- Basic computer skills
- Basic pharmacological knowledge
- Good oral and written communication skills
- Previous experience and skills as requested by the Health Coordinator.
- Previous experience in organization and administration of school health program preferred.

Knowledge/Skills./Abilities

- Ability to communicate and work with parents, school personnel, students, physicians, medical facilities and agencies and clinic aides.
- Ability to file and keep legible records.
- Ability to communicate via written reports and observations with parents, agencies and the medical community.
- Ability to use clinic/medical equipment.
- Ability to assess emergency situations and act accordingly.
- Comfortable knowledge of universal procedures and ability to teach this to others.
- Willing attitude to be a part of the school team.
- Strong sense of professionalism.
- Other skills as required by the Health Coordinator and the School Administrator including management and organizational ability, and the ability/willingness to participate in ongoing professional and staff development, both independently and through system-offered opportunities.

Physical Requirements

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Terms of Employment

Performance of this job will be evaluated by the Health Coordinator or Director of Student Support Services in accordance with procedures established in accordance with established procedures.

Evaluation

Salary and benefits to be determined by the Board of Education.