



## Job Description Building Nurse

**Title:** Building Nurse

**Department:** Building-based

**Reports to:** Building Principal

**Supervisory Responsibilities:** None

**Terms of Employment:** Hinsdale Educational Support Staff (HESS)

### **DISTRICT 181 EXPECTATIONS**

All District 181 employees are expected to:

- Support all aspects of a student's development (social/emotional, academic, physical, artistic expression) through caring and respectful relationships
- Take collective responsibility for providing equitable opportunities and supporting a learning environment for students
- Maintain positive relationships with students, parents/guardians, and staff

### **GENERAL RESPONSIBILITIES:**

The primary function of the school nurse is to coordinate a school health program including the delivery of services to students and staff members in order to enhance health and wellness in the school community. All duties are performed in accordance with district/state board of education policies and procedures and state law regarding nurse practice.

### **ESSENTIAL FUNCTIONS:**

- Collect school health information and make recommendations based on statistical data.
- Assess the health and safety needs of the school environment in compliance with OSHA guidelines.
- Manage school health records in accordance with the Illinois School Student Records Act, providing efficient retrieval of information and other related archival responsibilities.
- Manage health screening programs according to state mandates and guidelines.
- Participate in the development of health-related policies and procedures in compliance with state mandates and current health practices.
- Participate as a resource and specialist to school personnel in health issues.
- Provide direct professional nursing services, first aid, illness, and emergency care to students and staff including nursing assessment, identifying health problems, and maintaining appropriate documentation.
- Complete accident/injury reports for students and staff for incidents occurring on school property during school/work hours.
- Maintain a daily log of student visits to the health office.
- Follow the medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school according to state deadlines.
- Perform or assist with screening and follow-up for deficits in vision and hearing.
- Maintain accurate medical records to assure compliance with state mandates including immunizations, physical examinations, dental examinations, eye examinations, and medical conditions.
- Participate as a crisis team member and provide crisis intervention for students and staff in the event of sudden illness or injury.
- Make appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.
- Maintain a user friendly and organized health facility conducive to confidential communication and services.
- Maintain communication with administrators, teachers, other school personnel and parents/guardians to enhance cooperative action to meet the health and safety needs of students.
- Initiate contact with and act 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.
- Maintain confidentiality regarding all school and health-related issues.

- Develop and maintain current health care plans for students who need special nursing interventions during the school day.
- Utilize continuing education opportunities to enhance professional knowledge in both nursing and education fields.
- Participate as an active member of the school community representing health and wellness.
- Work with supervisors to develop and maintain a program of safe conditions and practices for the welfare of the students, faculty, employees, volunteers, visitors, and other invitees.
- Perform other tasks and assume other responsibilities as assigned by the building principal and administration.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Clear verbal and written communication
- Child-centered professional with a high degree of energy, flexibility, and initiative
- Well-developed interpersonal skills
- Reflective in practice and seek continuous self-improvement.
- Understand childhood illnesses, injuries, and chronic conditions
- Understand safe and accurate medication procedures
- Proficiency in first aid, CPR, and AED use
- Ability to assess students' health conditions and determine appropriate interventions.
- Ability to manage multiple tasks, prioritize, and meet deadlines.
- Capacity to think critically and problem-solve
- Efficiently manage a busy workload
- Ability to maintain accurate and detailed documentation of student health information
- Compassionate and empathetic

#### **EDUCATION, CREDENTIALING and/or EXPERIENCE:**

**Credentials:** Licensed Registered Nurse in the State of Illinois

Current CPR/AED certification

**Experience:** School nurse experience preferred

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long-term use of video display terminals is required. The position will require some travel.

#### **WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff, and the public.

*This job description is intended to describe the general nature and level of the work being performed by employees assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

*Hinsdale CCSD 181 is an Equal Opportunity Employer. It is the policy and practice of District 181 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 181 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sex, sexual orientation, gender identity, veteran or disability status.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_