



<i>Position</i>	School Nurse
<i>Location</i>	Morton West
<i>Department</i>	Student Services
<i>Reports To</i>	Executive Director of Student Services
<i>Licensure</i>	<ul style="list-style-type: none"> • Current IL Registered Nurse (RN) • Illinois Professional Educator’s License with Certified School Nurse Endorsement preferred.
<i>Qualifications</i>	<ul style="list-style-type: none"> • Prior experience in a school setting or pediatric healthcare setting preferred. • Strong communication, organizational, and interpersonal skills. • Proficiency in using health management software and Microsoft Office Suite. • Experience working with Easy IEP and Skyward preferred. • Certification in CPR and First Aid. • Vision and hearing screening certification preferred. • IEP Designation preferred. • Adhere to confidentiality in compliance with HIPAA and FERPA laws while documenting and discussing student health issues.
<i>Terms of Employment</i>	190 Days
<i>Evaluation</i>	Annually
<i>Compensation</i>	Minimum \$55,000 based on qualifications and experience
<i>Start Date</i>	July 1
<i>Position Summary</i>	
<p>The school nurse assumes responsibility for assisting in the administration of the Health Services as described in the Morton High School policy manual; the Illinois State Board of Education guidelines; and the rules and regulations of the Illinois Department of Public Health. The school nurse is responsible for coordinating and delivering comprehensive health services to students, ensuring a safe and supportive environment that promotes optimal health and academic success. This role involves direct care, health education, and collaboration with</p>	

school staff, families, and healthcare providers.

Essential Duties and Responsibilities

- Works with the head school nurse, the administration, and school staff in developing and implementing a total school health program.
- Consults with parents, school personnel, physicians, clinics, and other agencies on school health matters.
- Conducts school health screenings.
- Assists in the maintenance of up-to-date cumulative health records on all students.
- Assumes responsibility for identification and referral of students in need of medical and dental care.
- Provides care for a student or staff member who has suffered an injury or emergency illness.
- Observes students on a regular basis to detect health needs.
- Provides notification to the teachers on health matters, particularly regarding teacher observation skills for student health problems, communicable diseases, and special health needs of students.
- Advises on modification of the educational program to meet health needs of individual students:
 - Attend staffings and annual reviews.
 - Prepares annual review and case study reports.
- Administers and monitors any medical treatment and/or medication given to students while attending school.
- Advises on exclusion and readmission of students in connection with infectious and contagious diseases.
- Assists school personnel in establishing sanitary conditions in schools.
- In the absence of the head nurse, attends committee meetings and conferences regarding health service and health curriculum.
- Assists the head school nurse in the preparation and submission of all required health data and reports.
 - Monthly report of daily activities for use in the annual report.
 - Immunization survey postmarked and mailed by October 15.
 - Accident report form for each injury sustained by staff or student that may require medical evaluation.
 - Annual summary report of Vision/Hearing Program for IDPH by June 30.
 - Proposed budget in February.
 - Inventory by March/April.
 - Order supplies in June.

- Assists the head school nurse in planning and developing ongoing health-related training of staff.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk; operate a computer; and reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when typing. Specific vision abilities required by this job include close vision and frequent use of a computer display. The employee may occasionally lift more than 25 pounds.

Work Environment

The work environment is typically indoors in the designated health office or nurse's suite within the school building. This space is equipped with basic medical supplies, a private area for student evaluations, and secure storage for medications and student health records. The noise level in the work environment is usually low but can be situationally moderate. Tasks and job demands may require the employee to travel to another site for short periods of time and on occasion include nights and weekends.

Job Description Adopted

5/12/2025