

**Community Consolidated School District 21 Job Description**  
**Certified School Nurse**

**Supervisor:** Principal  
**Employee Group:** Licensed Staff  
**Licensing Requirement:** Illinois Professional Educator's License (PEL) with a Certified School Nurse Endorsement  
**Work Year:** As per the Collective Bargaining Agreement

**Purpose:**

Work as part of a collaborative team to assess student health needs and how they might impact access in the educational environment. The CSN provides direct professional nursing services, first aid, illness, and emergency care to students and staff in response to the nursing assessment and in accordance with professional standards, school policy and procedures, and state and local mandates.

**Essential Functions:**

- Develops and administers a comprehensive school health program
- Collects and analyzes epidemiological and other school health information and makes recommendations based upon statistical data.
- Establishes an accident/injury program to facilitate school safety.
- Assesses the health and safety needs of the school environment in compliance with Occupational Safety and Health Administration (OSHA) guidelines, implementing the Bloodborne Pathogen Control Plan and other interventions as indicated.
- Establishes a communicable disease prevention and control program in cooperation with local and state public health agencies.
- Manages school health records in accordance with Illinois School Student Records Act, providing efficient retrieval of information and other related archival responsibilities.
- Participates in Child Find programs and establishes and manages health screening programs according to state mandates and guidelines.
- Participates in the development of health-related policies and procedures in compliance with state mandates and current health practices.

**Teaching**

- Participates as a member of the curriculum committee as a resource and specialist in health issues.
- Provides staff in-service programs on health topics including bloodborne pathogens and the district exposure control plan.
- Provides health related classroom instruction.

**Practice**

- Provides and/or delegates direct professional nursing services, first aid, illness, and emergency care to students and staff including nursing assessment, identifying health problems, making referrals for diagnosis and treatment, recommending educational modifications, providing follow-up and evaluation, and maintaining appropriate documentation.
- Provides health information and counseling for students, parents and staff.
- Develops a medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school.

- Supervises and/or provides screening and follow-up for deficits in vision, hearing, growth, and development, and other physical deficits.
- Maintains accurate medical records to assure compliance with state mandates including immunizations, physical examinations and medical conditions.
- Participates as a crisis team member and provides crisis intervention for students and staff in the event of sudden illness or injury.
- Makes appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.

### **Health Office Management**

- Maintains a user friendly and organized health services facility conducive to confidential communication and services.
- Purchases and maintains health and OSHA supplies and equipment as indicated for the health office and school.
- Manages and makes recommendations for the health services annual budget and critical needs request.

### **Communication**

- Maintains communication with the principal, teachers, other school personnel, and parents/guardians to meet the health and safety needs of students.
- Initiates contact with and acts 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.
- Maintains confidentiality regarding all school and health-related issues.

### **Special Education**

- Participates as a member of the multi-disciplinary team in the identification, evaluation, and placement of students into special education programs. Writes the health component of the Individual Education Plan as indicated.
- Recommends modifications of the school program for students who require accommodations due to a health deficit.
- Develops and maintains current health care plans for students who need special nursing interventions during the school day.

### **Professional Development**

- Participates as a member of professional school nursing and education organizations and utilizes continuing education opportunities to enhance professional knowledge in both nursing and educational fields.
- Participates as a member of the faculty on district committees and association activities.
- Maintains awareness of current policies and procedures in the Health Office Manual and AHA Heartsaver First Aid CPR AED Book.

### **Job Requirement**

- Must have a valid Illinois Professional Educator's License with a Certified School Nurse School Nurse endorsement
- Current CPR/ AED program completion
- Prior professional nursing experience, preferably in pediatric, adolescent, community or mental health nursing and health program management
- Illinois Certification as a Vision and Hearing Screening technician

- Computer literacy and competency in the use of existing technology
- Presents a professional and healthy appearance
- Presents a pleasant, calm manner in person and on the phone
- Enjoys working with others and is patient with children and adults
- Ability to read, write and speak clearly and accurately in English language

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Maintaining high standards of confidentiality
- Communicating tactfully and courteously with diverse groups
- Effectively presenting information in one-to-one and group situations
- Working independently, staying focused on tasks, and assuming responsibility for assigned projects and duties
- Making sound decisions on the basis of available information
- Maintaining accuracy of work products
- Demonstrating fiscal responsibility
- Adapting to changing work priorities
- Working collaboratively as part of a team
- Demonstrating behavior which promotes positive relationships
- Respecting opinions of others
- Demonstrating the ability to manage conflicts
- Applying common sense understanding to carry out instructions
- Maintaining professional integrity

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.