



NILES TOWNSHIP HIGH SCHOOL DISTRICT 219

7700 Gross Point Rd
Skokie, IL 60077
847-626-3000
www.niles219.org

Registered Nurse (RN)

REPORTS TO: Associate Principal for Curriculum

POSITION OBJECTIVE: The job of Registered Nurse (RN) is done for the purpose/s of overseeing the individual health needs of students; implementing health care plans directed by physicians; ensuring district health care practices comply with the laws relating to student health issues; providing appropriate immediate care for ill, medically fragile and/or injured students or staff; and serving as a health care resource to teachers, staff, and administrators; conducting mandated health screenings and identifying health problems for referral to appropriate parties for proper follow up treatment.

MINIMUM QUALIFICATIONS:

1. Current Illinois Registered Nurse (RN) license
2. Bachelor of Science in Nursing (BSN) from an accredited program (preferred)
3. IDPH Certified Vision and Hearing Technician (preferred)
4. Experience working successfully in a diverse, multicultural environment

REQUIRED SKILLS:

- Knowledge of school health regulations, procedures, and compliance requirements
- Ability to assess, prioritize, and respond to student health needs effectively
- Strong communication and collaboration skills with students, staff, families, and medical providers
- Competence in maintaining accurate health records and confidential documentation
- Crisis response and emergency medical care skills
- Competence in skilled medical procedures (ie g-tube feedings)
- Knowledge of providing care to medically fragile students

PERFORMANCE RESPONSIBILITIES:

Student Health Services

- Administers mandated screenings for the purpose of identifying medical conditions and/or providing appropriate care for ill, medically fragile, and/or injured students.
- Administers first aid, medications, and specialized medical treatments in accordance with physician orders and district policies.

- Assesses student complaints and safety concerns, including suspected abuse (physical, sexual, substance-related, etc.), to identify health issues, provide immediate care, initiate referrals, and ensure compliance with legal requirements.
- Responds to emergency medical situations to ensure appropriate immediate medical attention and necessary follow-up care for students and staff.
- Assist in hearing and vision screenings

Care Coordination and Case Management

- Develops and monitors Individual Health Care Plans (IHCPs) to address student health needs, guide site personnel, and implement physician and parent directives.
- Collaborates with parents, students, school staff, health care providers, paramedics, and public agencies to promote and secure student health services and ensure compliance with legal requirements.
- Communicates with parents regarding changes in student health status and provides guidance on follow-up treatment and services.
- Conducts home visits, as appropriate, to gather information when there is reasonable concern regarding a student's health-related welfare.

Program Implementation and Compliance

- Maintains confidential student health records in compliance with legal requirements and professional standards.
- Reports health and safety concerns to administration, Student Services staff, and/or appropriate agencies to maintain student safety and regulatory compliance.

Professional Support and Documentation

- Prepares a variety of written materials for documentation, reporting, and communication purposes.
- Performs other related duties as assigned to support the efficient and effective functioning of district health services.

TERMS OF EMPLOYMENT: 187 day working calendar

WORKING CONDITIONS: The job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling of medical equipment or supplies; frequent standing and walking; occasional sitting; and significant fine finger dexterity for medical procedures and documentation. The position may require responding quickly to emergencies and exposure to bodily fluids and communicable illnesses, with appropriate protective equipment provided. The job is performed primarily in a school health office and throughout the school campus in a generally clean, safe, and supportive educational environment with frequent interaction with students, staff, families, and outside health professionals.

SALARY RANGE: P3

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3/2/2026

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The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Niles Township High Schools District 219 is an equal-opportunity employer. It is the policy and practice of District 219 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 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age, or handicap.