

NORTHBROOK SCHOOL DISTRICT 27
JOB DESCRIPTION

TITLE: **Registered Nurse**

QUALIFICATIONS:

1. Current Registered Nurse licensure in State of Illinois
2. Current First Aid and Cardiopulmonary Resuscitation program completion
3. Experience in nursing and completion of a school health orientation program preferred
4. Illinois Certification as a Vision and Hearing screening technician
5. Computer literacy and competency in use of existing technology

REPORTS TO: **Principal, District Certified School Nurse, and Director of Human Resources**

JOB GOAL: To provide direct nursing services to students and staff members to maximize 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.

PROFESSIONALISM:

1. Upholds District policies and procedures;
2. Provides professional support to all staff members;
3. Maintains respectful, professional and ethical behavior with all persons in the work environment;
4. Demonstrates commitment to professional growth;
5. Maintains a record of dependable attendance and punctuality;
6. Dresses in a manner commensurate with professional responsibilities;
7. Maintains confidentiality of information.

PERFORMANCE RESPONSIBILITIES:

Nursing Care

1. Provides direct professional nursing services, first aid, and emergency care to students and staff.
2. Assess and provide treatment in accordance with professional standards, school policy and procedures, and state and local mandates.
3. Administers medication and maintains appropriate documentation.
4. Demonstrates empathy and compassionate bedside manner to all.
5. Maintains accurate medical records to assure compliance with state mandates, including immunizations, physical examinations, and medical conditions.
6. Performs mandated screening for vision and hearing.
7. Makes appropriate assessment and referrals for suspected abuse/neglect as a mandated reporter.
8. Assumes other duties as assigned by the assistant superintendent or building principal.

Communication and Collaboration

1. Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the health and safety needs of students.
2. Utilizes the expertise of the District Certified School Nurse to respond to pertinent student health issues, and comply with District policies.
3. Cooperates with the District Certified School Nurse to maintain full compliance with all State and local mandates pertinent to student health and student records.
4. Keeps District Certified School Nurse updated on any and all health-related issues of students and/or staff.
5. Provides pertinent health-related notifications and updates to school community.

6. Completes accident/incident reports and reviews them with the District Certified School Nurse.
7. Maintains confidentiality regarding all school and health-related issues.
8. Executes assigned responsibilities as defined by the District Emergency Preparedness Plan.

Organization

1. Maintains log in electronic student management system of health office visits.
2. Maintains documentation of individual health records.
3. Keeps health office supplies and equipment replenished and in working order.
4. Maintains efficient organization of all files, supplies, and equipment.
5. Utilizes technology effectively in the performance of duties.
6. Provides school office clerical assistance as time may permit and as assigned by the building principal and assistant superintendent.
7. Performs other health or school related work as required.

Professional Development

1. Utilizes continuing education opportunities to keep updated on all matters related to school nursing and to generally enhance professional knowledge.
2. Maintains updated nursing license and vision/hearing certification.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT:

Teacher school year plus five days. Salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the District's Supervision and Evaluation Plan.

Revised 2/2023