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GURNEE SCHOOL DISTRICT

56

JOB DESCRIPTION: Registered Nurse

POSITION: Registered Nurse

REPORTS TO: Building Administration

DESCRIPTION:

A Registered Nurse will 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 the district/state board of education policies and procedures and state law regarding nurse practice.

QUALIFICATIONS:

1. Bachelor's degree in nursing
2. Current registered nurse licensure in the State of Illinois
3. Current first aid and Cardiopulmonary Resuscitation Program completion
4. Experience in nursing and completion of a school health orientation program preferred
5. Illinois certification as a Vision and Hearing Screening Technician preferred
6. Competent in the use of existing technology
7. Such alternatives to the above qualification as the Board may find appropriate and acceptable

PROFESSIONAL RESPONSIBILITIES FOR ALL DISTRICT 56 EDUCATORS:

- **District Mission and Values** – Support and contribute to the successful implementation of the Portrait of a Graduate and the completion of the 5-Year Strategic Plan.
- **District Policies and Procedures** – Professional staff should conduct themselves in a manner that aligns with policy and procedures.
- **Instructional Effectiveness and Skills** – Professional staff must continually work towards excellence.
 - Make good use of instructional materials and technology available in the school.
- **Learning Environment** – Professional staff must demonstrate their understanding that their work environment is an instructional tool for the development of students as learners.
- **Professional Relationships** – Professional staff must develop positive work relationships with colleagues, parents, community members, and students.
- **Personal Attributes** – Professional staff are expected to contribute to a healthy work environment through the manner in which they present themselves and work with others.
- **Professional Responsibilities** – All professional staff are expected to participate at both the building and district levels with various committees and special projects in support of district objectives.

- Complete all assigned tasks, communications, and paperwork in the given/appropriate timeline.
- Attend and participate in meetings at both the building and district level as required.
- Represent grade level or content teams on various committees as needed.

SPECIFIC POSITION RESPONSIBILITIES: Registered Nurse

1. Instructional Effectiveness and Skills

- a. Provide 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.
- b. Administer medication to students with appropriate medical documentation.
- c. Participate in maintaining accurate medical records to assure compliance with state mandates including immunizations, physical examinations, and medical conditions and the related archival responsibilities.
- d. Perform or assist with mandated screening procedures for vision and hearing (requires state credentials as a screener).
- e. Make appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.
- f. Complete accident/incident reports for students and staff.
- g. Compile and provide data for statistical and state reporting purposes.
- h. Maintain a daily log of student/staff visits and documentation on individual health records.
- i. Maintain the daily environment of the health office facility and supplies.
- j. Perform other health or school related work as required.

2. Learning Environment

- a. Assist teachers in creating classrooms that meet the needs of students educationally, physically, and emotionally by maintaining a healthy school community.

3. Professional Relationships

- a. Maintain communication with the certified school nurse, administrators, teachers, other school personnel, and parents/guardians to enhance cooperative action, which will meet the health and safety needs of students.
- b. Work collaboratively with members of the staff. Show mature ethical responsibility in all interactions. Respond positively to suggestions for improvement from the administration.
- c. Exhibit an approachable manner when working with parents or community members. Maintain active communication with parents/guardians. Maintain tact and sensitivity. Phone calls, emails and other technology tools are encouraged, but one method should not be used exclusively.

4. Personal Attributes

- a. Provide health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community.
- b. Maintain a strict level of confidentiality regarding all school and health-related issues to align with FERPA/HIPPA and Illinois School Code.
- c. Utilize existing technology effectively in the performance of duties.
- d. Maintain contact with a professional nursing organization and utilize continuing education opportunities to enhance professional knowledge.

- e. Participate as an active member of the school community, representing health/wellness.

5. Other

- a. Complete yearly training course for first aid and cardiopulmonary resuscitation.
- b. Complete Illinois Certification as a Vision and Hearing Screening Technician.

Evaluation: Performance of this position will be evaluated in accordance with provisions of the agreed upon Evaluation of Certified Personnel with the bargaining agency.