

# Gurnee School District 56

## Job Description

Title: Non-PEL Nurse

### Qualifications:

1. Current Registered Nurse (RN) or Licensed Practical Nurse (LPN) licensure in the State of Illinois
2. Current certification in First Aid and Cardiopulmonary Resuscitation (CPR)
3. Illinois certification as a Vision and Hearing Screening Technician preferred
4. Demonstrated computer literacy and proficiency with current technology systems
5. Such alternatives to the above qualifications as the Board may deem appropriate and acceptable

Reports To: Building Principal and the Director of Pupil Services

Job Goal: To provide comprehensive nursing services to students and staff in order to promote health, safety, and wellness within the school community. All responsibilities are performed in accordance with district policies and procedures, Illinois School Code requirements, state nursing practice laws, and applicable public health regulations. The Non-PEL Building Nurse manages and coordinates health services within the assigned building while maintaining an efficient and compliant health office environment.

### Nursing Care and Health Services

1. Provide professional nursing services, including first aid, illness assessment, emergency care, and health interventions for students and staff in accordance with professional nursing standards and district procedures.
2. Administer medications, treatments, and nursing procedures as prescribed by authorized healthcare providers and maintain appropriate documentation.
3. Maintain accurate and secure student medical records to ensure compliance with state mandates related to immunizations, physical examinations, dental examinations, and medical conditions.
4. Conduct state-mandated vision and hearing screenings, when appropriately credentialed.
5. Assess and respond to concerns involving student safety, abuse, neglect, or other health-related issues in compliance with mandated reporter requirements.
6. Develop or assist in developing Individual Health Care Plans (IHPs) for students, as appropriate to licensure and student need.
7. Serve as the building CERT (Cardiac Emergency Response Team) Leader by coordinating drills, reviewing emergency protocols, and providing staff training.
8. Respond effectively to medical emergencies and provide appropriate follow-up care.
9. Orient and train staff on specialized health procedures necessary to support medically complex students within the school setting.
10. Collaborate with families, healthcare providers, public health agencies, and community organizations to support student health needs.
11. Maintain clinic equipment and monitor inventory of medical and consumable supplies.
12. Provide health education and training for staff, students, and families to support healthy lifestyles and wellness initiatives.
13. Supervise health aides and other assigned healthcare personnel, as applicable.

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14. Perform additional duties and responsibilities as assigned by building or district administration.

### Communication

1. Maintain ongoing communication with the Certified School Nurse, teachers, administrators, parents/guardians, and other school personnel to support student health and safety.
2. Provide health-related information, guidance, and counseling in a professional and positive manner.
3. Complete accident and incident reports related to student or staff injuries in accordance with district procedures.
4. Compile and maintain data for state, county, and district reporting requirements.
5. Maintain strict confidentiality in compliance with HIPAA, FERPA, and all applicable privacy regulations.

### Organization

1. Maintain daily logs of student and staff health office visits and ensure accurate documentation in individual health records.
2. Maintain a safe, organized, and sanitary health office environment.
3. Effectively utilize district technology systems and software in the performance of duties.
4. Attend required building and department meetings.
5. Perform other health-related or school-related duties as assigned.

### Professional Responsibilities

1. Participate in continuing education and professional development opportunities to maintain and enhance nursing knowledge and skills.
2. Participate as an active member of the school community in promoting student and staff wellness.

### Physical Demands

1. The position may require standing, sitting, repetitive hand and body movements, fine and gross motor skills, bending, lifting, squatting, kneeling, climbing, reaching, pushing, and pulling. The employee must be able to lift and assist students as needed and possess the stamina required to perform duties throughout the school day.

### Terms of Employment:

Salary to be established by the Board of Education on an annual basis  
180-day teacher attendance work year

### Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy and Collective Bargaining Agreement (CBA).