



## **Registered Nurse**

### **Purpose Statement**

The job of Registered Nurse is done for the purpose/s of providing direct nursing services to students and staff members to maximize health and wellness in the school community and to perform all duties in accordance with District/State Board of Education policies and procedures and state law regarding nurse practice. This includes, but is not limited to, overseeing the health needs of students; developing and implementing health care plans in conjunction with the health care provider and parents; 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; serving as a health care resource to teachers, staff, and administrators; assisting with the health screening procedures for vision and hearing; and identifying health problems for referral to appropriate sources for proper medical follow-up treatment.

This job reports to Health Services Director

### **Essential Functions**

- Administers first aid, medication and specialized medical treatments with appropriate assessment and documentation (e.g. oral suctioning, catheterization, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, developing Individual Health Care Plans and/or Emergency Action Plans, referring for proper treatment and complying with legal requirements.
- Assists with mandated screening procedures for vision and hearing for the purpose of referring medical conditions.
- Collaborates with parents, students, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services; providing information and complying with legal requirements.
- Compiles statistical data for the purpose of documenting activities, providing written reference and/or conveying information.
- Completes accident/incident reports for students/staff for the purpose of complying with regulatory requirements and established guidelines.
- Maintains contact with a professional nursing organization and utilizes continuing education opportunities to enhance professional knowledge for the purpose of keeping nursing skills and knowledge current and providing appropriate care for ill, medically fragile and or injured children.
- Maintains the daily environment of the health office facility and supplies for the purpose of ensuring the efficient and effective operation of the Health Services Department.
- Maintains communication with the Health Services Coordinator, Principal, teachers, other school personnel, and parents/guardians for the purpose of enhancing cooperative action which will meet the health and safety needs of students.
- Maintains contact with parents/guardians for the purpose of advising them of changes in student health and/or recommending further medical and/or emotional intervention.
- Maintains confidentiality regarding all school and health related issues (e.g. student's confidential files and records, individual health care plans, agency referrals, accident reports, etc.) for the purpose of providing information required by legal requirements and professional standards.
- Participates in a variety of meetings, workshops and seminars for the purpose of gathering, conveying and/or sharing information on students health needs, service delivery, and educational programs; and/or improving skills and knowledge.

- Participates in maintaining accurate medical records (e.g. immunizations, physical examinations, medical conditions, and related archival responsibilities, etc.) for the purpose of assuring compliance with state mandates.
- Participates as an active member of the school community for the purpose of representing and promoting health and wellness.
- Performs other health or school related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Health Services Department.
- Provides health services, information, and counseling in an effective and positive manner for the purpose of enhancing the health and wellness of the school community.
- Provides direct professional nursing services, first aid, illness/emergency care to students and staff for the purpose of utilizing nursing assessment skills and knowledge and in accordance with professional standards, District 65 Board policies and procedures, and state and local mandates.
- Utilizes existing technology effectively in the performance of duties; for the purpose of ensuring the efficient and effective operation of the Health Services Department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing nursing skills and knowledge, planning and managing projects; using pertinent software applications; administering CPR, AED, first aid and/or prescribed medications; handling hazardous materials.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; codes/laws/rules/regulations/policies; knowledge of community resources; safety practices and procedures; treatment modalities.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some climbing and balancing some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness. .

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** Bachelors degree in job-related area.

**Equivalency:** - Previous pediatric or school nurse experience preferred

Physical Requirement: Must be physically able to access all parts of the school building and grounds. Must have finger dexterity (picking, pinching, typing or otherwise working primarily with fingers rather than whole arm or hand), grasping ability (applying pressure to an object with the fingers and palm) and feeling (perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips).

Interpersonal Communication: Requires the ability to speak to convey or exchange communication. Includes receiving instructions, assignments, and/or directions from superiors.

Language Ability: Requires the ability to speak to people with poise, voice control and confidence. Requires the ability to read and prepare a variety of correspondence using prescribed format and conforming to basic grammar and punctuation rules.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to perform under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk (talking: expressing or exchanging ideas by means of spoken word) and hear (hearing: perceiving the nature of sounds by ear). Must be able to hear at a level that allows for assessing an individual for illness and/or injury including when individual is not in direct line of sight. Must be able to communicate by telephone.

Visual Activity: Requires the faculty of sight (sight: the power or faculty of seeing). Must be able to see at a level that allows reading of numbers and text, operating a computer and assessing an individual for illness and/or injury.

**Required Testing:**

TB Test

**Certificates and Licenses**

First Aid and CPR/AED Certificate  
Illinois Registered Professional Nurse License

**Continuing Educ. / Training:**

As directed by Illinois Registered Professional Nurse License

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

**Approval Date**

**Salary Grade - G**