



MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75

Job Description

JOB TITLE: Registered Nurse

QUALIFICATIONS:

1. Appropriate license
2. 2 or 4 year degree in nursing
3. Demonstrate ability to work with students, parents and staff.
4. Knowledgeable of school functioning and operation.

REPORTS TO: Principal and Director of Special Services

JOB GOAL: To assist school nurse in providing the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in district schools.

PERFORMANCE RESPONSIBILITIES:

1. Hearing and vision testing, hearing and vision referrals and follow-up.
2. Reports to parents, school personnel, physicians, clinics, and other agencies on student health matters, as directed by school nurse.
3. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered an injury or emergency illness.
4. Administers first aid in accordance with established first aid procedures.
5. Makes recommendations to school nurse on health needs of individual students.
6. Implements Board policy on exclusions and re-admission of students in connection with infectious and contagious diseases and immunizations.
7. Assist school personnel in maintaining sanitary standards in schools.
8. Dispense medication.
9. Set up procedure for medicine administration on field trips.
10. Daily monitoring of diabetic students as indicated.
11. Send out student health information updates to staff as needed.

12. Assist in start-up of health offices at beginning of school year: medications, check physicals and immunization records, initiate and update student health information lists, record keeping new students etc.

LANGUAGE SKILLS: Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively before small groups.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS AND ABILITIES: Ability to keep regular schedules and perform special tasks as assigned. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, kneel, crouch, stoop, reach, twist, and lift 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.