

Hinsdale High School District 86
JOB DESCRIPTION

Job Title: 1:1 Nurse

Calendar Work Days: 10 Months

Supervisor: Assistant Director of Special Education

Status: Non Exempt - HTHSSSA

POSITION SUMMARY:

Perform health related duties under the LPN or RN license. Assist the special education staff in implementing IEP requirements and curriculum adaptations by providing various levels of support for supervision and physical care of students with various disabilities. May also provide other support to meet student and departmental needs as assigned.

QUALIFICATIONS - EXPERIENCE - KNOWLEDGE:

- Active and valid LPN or RN license in Illinois.
- Ability to communicate in English (speak/read/write).
- Ability to operate and use healthcare related equipment and instruments.
- Ability to set work priorities, multi-task and work independently, and use time management and organization strategies well.
- Presents a professional image and interacts professionally with faculty, staff, students and community

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The tasks listed below are representative of the essential performance responsibilities. Tasks assigned to individuals will vary based on department needs and it is possible not all duties will be performed in any given year. However individuals must be able to perform the following duties, with or without reasonable accommodation, as assigned by their supervisor.

Essential Building Nurse Functions:

- Obtain and maintain knowledge of current health information/protocols:
- Administer medications
- In coordination and collaboration with the School nurse, maintain current medical action plans
- AED maintenance
- Assess/ Triage students for medical issues
- Document observations/data per incident
- Collaborate/consult with other employees as needed
- Notify appropriate staff (team, dept. chair) of any pertinent issues
- Contact parents and other health providers as needed and appropriate
- Educate students individually or in a group setting regarding healthy habits/appropriate hygiene

- Educate staff regarding various health issues/concerns
- Maintain and prepare emergency kits for community outings
- Inventory stock of medical supplies and assist with ordering supplies
- Assist with completing COVID-19 health protocols (i.e. attendance, contact-tracing, etc.) as needed.
- Respond to emergency medical situations through immediate evaluation, application of first aid and when appropriate calling 911.
- Other duties as assigned to include but not limited to providing support in the absence of other nurses or paraprofessionals across the district.

Essential 1:1 Nurse Functions:

- Accompany students to/from school (and on/off school bus and in/out of classroom) if indicated on student's IEP.
- Remain with student during class activities, community-based instruction and emergency procedures
- Assist student with educational activities as directed by staff.
- Meet the student's daily living needs including toileting, position changes & nutrition.
- Assess the student's medical needs and provide & document technical nursing interventions.
- Physical activity may include, but not be limited to lifting, bending, stretching & pushing.
- Administer medication as directed by doctor's order.
- Assist with COVID- 19 contact tracing.
- Other duties as assigned to include but not limited to providing support in the absence of other nurses or paraprofessionals across the district.

Essential Paraprofessional Functions (if assigned)

- Provide assistance to students with special needs and/or English learners.
- Supervise students in classrooms, halls, lunch rooms, outdoor school spaces as well as field trips/community-based instruction and community-based vocational learning sites.
- Assist students individually or in small groups to help them learn instructional material and to reinforce learning concepts presented by teachers/staff.
- Enforce administration policies and rules governing students.
- Discuss assigned duties with classroom teachers and related service providers to coordinate instructional efforts.
- Instruct and monitor students in the use and care of various equipment and materials to prevent injuries and damage.
- Observe students' performance, and record relevant data to assess progress.
- Present subject matter to students under the direction and guidance of teachers/staff, using lectures, discussions, or supervised role-playing methods.
- Use computers, audio-visual aids, assistive technology and other equipment and materials to supplement presentations.
- Attend staff meetings and serve on committees, as required.
- Type, file, and duplicate materials.
- Laminate teaching materials to increase their durability under repeated use.
- Assist students who have disabilities with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.

- Carry out therapeutic regimens such as behavior modification and personal development programs, under the supervision of special education instructors, psychologists, occupational therapist, physical therapist, speech or vision specialists or speech-language pathologists.
- Assist in bus loading and unloading duties.
- Assist in feeding, lifting, transferring and toileting based on students' individual needs.
- Other job duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is required to reach with hands and arms and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push and pull a student in a wheelchair and assist students with daily living activities. The employee must be able to climb stairs to enter a bus or to attend off-site field trips with students. The employee must be able to handle medical and PPE supplies including latex. Specific vision abilities required by this job include close vision, such as to read type or hand written material. The noise level in the work environment is usually quiet and indoors but can be loud on occasion as consistent with a large high school and sometimes will be outdoors for field trips or PE activities. The employee is continuously interacting with students and staff.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Notice of Nondiscrimination:

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

NON-DISCRIMINATION COORDINATOR
Cheryl Moore
Assistant Superintendent of Human Resources
5500 South Grant Street
Hinsdale, IL 60521 630-570-8008

For further information on notice of non-discrimination, visit https://ocrcas.ed.gov/contact-ocr?field_state_value=652 for the address and phone number of the office that serves your area, or call 1-800-421-3481.