



VACANCY NOTICE

POSITION: Substitute Registered Nurse
LOCATION: Districtwide
START DATE: 2025 - 2026 SY
WORK SCHEDULE: Scheduled as Needed
HOURLY RATE: \$27.00/hour
QUALIFICATIONS/EXPERIENCE: See attached job description

Qualified applicants should complete an online application at www.district100.com. All **current employees** must submit an application within five (5) days of the posting date to be considered for this position. *Please notify your current supervisor of your intent to transfer.*

Human Resources Department
Belvidere Community Unit School District 100
1201 Fifth Avenue
Belvidere, IL 61008

Posting: June 6, 2025

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status



JOB DESCRIPTION

POSITION: Non-Certified Nurse (Elementary or Secondary)

REPORTS TO: Building Principal and/or Nurse Coordinator

QUALIFICATIONS:

SUPERVISION:

- A. Reports directly to the building principal and/or Nurse Coordinator
- B. Cooperates with all certified and non-certified personnel, students, and parents.

BASIC FUNCTION:

Under the direction of the Principal and/or Nurse Coordinator, strengthens and facilitates the educational process by modifying or removing health-related barriers to learning in individual students and by promoting an optimal level of wellness for students and staff; serves as the direct link between physicians, families, and community agencies to assure access to continuity of health care for students; provides relevant instruction, counseling, and guidance to students, parents, staff, and others concerning health-related issues.

PERFORMANCE RESPONSIBILITIES:

I. PLANNING AND ORGANIZATION:

- A. Plans a program that promotes health and wellness. An effective nurse:
 - Conducts school programs of immunization and sight and hearing testing.
 - Develops a nursing care plan with specific goals and interventions unique to students' needs.
 - Establishes and maintains a comprehensive school health program.
- B. Applies appropriate theory as basis for decision-making in nursing practice. An effective nurse:



- Collects information about the health and developmental status of the student in a systematic and continuous manner.
- Uses data collected about the health and developmental status of the student to determine a nursing diagnosis.

II. CONSULTATION

A. Assumes responsibility for all for the care of student or staff member who has suffered injury or emergency illness. An effective nurse:

- Administer first aid in accordance with established first aid procedures.
- Administer medications and treatments as prescribed by a licensed physician or dentist.
- Accompanies a sick or injured person to his home or hospital when necessary.

B. Facilitates the referral process to meet student needs. An effective nurse:

- Makes referrals for their diagnosis, treatment and remediation and providing follow-up for each referral.
- Collect and analyze current health-related data and make recommendations based upon that data.
- Makes referrals to appropriate school and community services for students and families and follows up accordingly.

III. COORDINATION

A. Organizes and manages the school health program. An effective nurse:

- Observes students on a regular basis to detect health needs.
- Maintains up-to-date cumulative records on all students.
- Uses current technology to efficiently accomplish work responsibilities.
- Prepares and submits health reports as required by the State and District.
- Establishes a communicable disease prevention and control program.
- Authorizes exclusion and readmission of students in connections with infectious and contagious diseases.
- Maintains an organized, functional, and current nursing center.



- Assist student, families, and school personnel to achieve optimal levels of wellness through health education.
- Contributes to nursing and school health through innovations in theory and practice and participation in research.
- Coordinates school health activities with Boone County Health Department or other health service agencies when appropriate.
- Provides crisis intervention for students and/or staff in the advent of sudden illness or injury.

B. Assists in evaluating the effectiveness of the nursing program. An effective nurse:

- Reports to school personnel, parents, physicians, students, and other agencies on school medical matters.
- Advises teachers on health matters, particularly regarding screening for student health defects/problems.
- Recommends modification of the school program for a student who requires a change because of a health deficit and developing health care plans when students need special physical health care procedures.

IV. PROFESSIONAL RESPONSIBILITIES

A. Maintains accepted standards of ethical behavior. An effective nurse:

- Maintains confidentiality and explains the scope of confidentiality to students.
- Uses proper procedures to assure that access to student records conforms to the Family Educational Rights and Privacy Act.
- Demonstrates understanding of own professional limitations.

B. Maintains accepted standards of professional behavior. An effective nurse:

- Assumes responsibility for continuing education and professional development, belonging to professional organizations, and attending workshops, conferences, in-service programs, and other staff development opportunities.



- Collaborates with other professionals in planning to assure quality of health care provided to students.
- Attends and is involved in building and district events.
- Promotes positive professional relationships with colleagues and demonstrates willingness to mentor and/or be mentored.
- Maintains composure and a collaborative attitude when communicating with parents.
- Presents a professional appearance.
- Performs other related tasks as assigned from time to time

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.