



Frankfort School District 157-C
10482 W. Nebraska Street, Frankfort, IL 60423
Phone: 815-469-5922 Fax: 815-469-8988
www.fsd157c.org

Job Description: Certified School Nurse

Classification Group: Certified Staff Member

Job Summary & Essential Functions:

Under the general supervision of the Director of Special Services, the primary role of this position will be to coordinate a school health program including the delivery of services to students and staff members in order to enhance health and wellness in the school community. Duties are to be performed in accordance with standards of professional school nurse practices, district/state board of education policies and procedures and Illinois State law regarding nurse practice.

Qualifications:

- Valid/Active Professional Educator's License through Illinois State Board of Education (ISBE) registered in Will County, IL required with the following applicable endorsements:
 - School Nurse
- Registered Nurse Licensure in the State of Illinois.
- Current First Aid and Cardiopulmonary Resuscitation program completion.
- Demonstrated computer literacy skills.
- Prior professional nursing experience, preferred in areas of pediatric, adolescent, community and/or mental health nursing.
- Exemplary organizational, interpersonal, clerical, communication and technology skills.
- Illinois Certification as Vision and Hearing Screening Technician preferred.
- Strong communication, public relation, and interpersonal skills.
- Ability to communicate clearly and concisely in both oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
- Ability to compose correspondence, reports and/ or other required written materials.
- Ability to read, analyze and interpret information.
- Ability to effectively present information and respond to questions, inquiries and/ or complaints.
- Displays courtesy, tact and respect when interacting with others.
- Must maintain the highest level of professionalism, integrity, trust and confidentiality.

Specific Duties:

- Provide direct professional nursing services, first aid, illness and urgent care to students in response to the nursing assessment and in accordance with professional standards, school policy and procedures, and state and local mandates.
- Administers medication with appropriate documentation.
- Participates in maintaining and securing accurate medical records to assure compliance with state mandates including immunizations, physical examinations, dental examinations, and medical conditions.
- Performs mandated screening procedures for vision and hearing (requires state credentials as a screener) along with appropriate follow-up and reporting procedures.
- Makes appropriate assessment and referrals for suspected abuse/neglect as a mandated reporter.



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- Completes accident reports for students.
- Maintains confidentiality regarding all school and health-related issues.
- Utilizes existing technology effectively in the performance of duties.
- Maintains communication with parents, teachers, and other school personnel to enhance cooperative action which will meet the health and safety needs of students.
- Develop individual school health care plans, as necessary, to outline the plan of care for students with acute and chronic health care conditions.
- Maintains confidentiality regarding all school and health-related issues.
- Maintains contact with a professional nursing organization and utilizes continuing education opportunities to enhance professional knowledge.
- Participates as an active member of the school community, representing health and wellness.
- Facilitates district Concussion Team Committee.
- Participate in Special Education Referrals, Evaluations and IEP meetings as appropriate, and oversight of Section 504 Plans. Complete reports accurately and timely as indicated.
- Provide staff in-service programs on health topics as directed.
- Maintain a regular program of professional growth including presently accepted procedures/practices for the vision and hearing screening of students, and stay abreast of ISBE, IDPH, and Will County requirements relative to student health.
- Establish procedures, collect and compile information to complete state and county required reports.
- Initiate contact with and act as a liaison between the home, schools, community health agencies and the private medical sector to enhance the health and wellness of the school community.
- Coordinate the purchasing and maintenance of health and OSHA supplies and equipment as indicated for the health offices.
- Provides direction to non-certified Registered Nurses working in schools, as well as one-to-one nurses and other healthcare providers for students.
- Performs other health or school related work as assigned by Director or Principal.
- Attends building and department level meetings as required.

Supervisor:

The Certified School Nurse will report directly to the Director of Special Services and Building Administration in consultation with District Administration and the Board of Education.

Additional Duties:

The employee in this position will be responsible for supervising 1:1 nurses and other health care providers for students as well any additional duties and/or responsibilities as assigned or required by Building Administration and/or District Administration.

Function:

School nursing is a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students. The school nurse may be the only health



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care provider in the educational setting. The school nurse's primary role is to support student learning by acting as an advocate and liaison between the home, the school, and the medical community regarding concerns that are likely to affect a student's ability to learn (NASN 1999). The school nurse needs expertise in pediatric, community health, adult, and mental health nursing with strong health promotion, assessment, referral, communication, leadership, organization, and time management skills.

Physical Activity:

Work may require infrequent lifting, pulling or pushing during the normal performance of tasks and responsibilities. Work may require frequent walking and standing. Work may also require extended periods of sitting and extending periods of viewing a computer screen.

Work Environment:

Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

Evaluation:

Performance will be evaluated in accordance with the provisions of the Board of Education policy 5:200 on evaluation of Professional Personnel, developed pursuant to State law.

Terms of Employment:

This is a full time, 10 (ten) month position. Compensation determined by the Board of Education.

Salary Range:

New Staff Member- \$52,541.00 - \$75,480.00

Current Staff Member- Pay/increases will be in accordance with the provisions of the Collective Bargaining Agreement between Frankfort Teachers' Association and Frankfort School District 157-C Board of Education.

Associated Benefits:

- 16 sick days
- 3 personal days
- Bereavement Leave
- Health, Dental and Vision Insurance
- Retirement contribution
- 403b & 457b options
- Tuition Reimbursement Available