



Jacksonville School District 117

Job Description

Position Title: District #117 Registered Nurse
Reports to: Building Principal; School Health Coordinator
Location: District Elementary Schools
Salary & Benefits: Regionally competitive salary commensurate with experience.
Terms of Employment: Part time
Type of Employment: Permanent

Required Qualifications: The individual employed for this position must possess and maintain the following qualifications:

Education, Experience & Certification Requirements

- Bachelors in Science of Nursing (BSN) is preferred or Diploma in Nursing or Associate's Degree in Nursing (ADN).
- Current Illinois Registered Professional Nurse License (active).
- Current Adult/Child CPR and AED certification.
- Nursing experience of at least 5 years required. Preferred areas of experience are school, pediatric, adolescent, or community health nursing.
- Professional Educator License with School Nursing endorsement is preferred. If nurse does not hold this endorsement, must be willing to participate in special education medical review training.
- National School Nurse Certification is preferred
- Illinois Vision and Hearing Technician Certification is preferred. If nurse is not certified, must be willing to participate in IDPH vision and hearing technician certification course.

Knowledge & Skills

- Must be able to satisfactorily perform all of the duties and responsibilities of the position.

- Must be able to communicate effectively and accurately both in written and oral form with students, parents, educational staff, and health care providers.
- Must be able to work independently, completing assigned projects and duties in a timely and efficient manner.
- Must have basic computer skills.
- Must have a driver's license and means of transportation to travel between schools.

Duties & Essential Job Functions:

The job responsibilities for this position of Registered Professional Nurse for Jacksonville School District #117 are listed below.

- Provide direct nursing services based on accurate nursing assessment and guidelines set forth by the school's policies and procedures, state and local mandates, and Illinois Nurse Practice Act.
- Correctly administer medications (both scheduled and prn).
- Assess complaints of student illness considering educational needs of the student.
- Provide first aid and emergency care to students and staff.
- Provide correct documentation for all nursing services completed including appropriate documentation on the Student Accident Form or Employee Injury Form.
- Review student health documents to ensure compliance.
- Provide written and/or verbal communication to students in non-compliance with state requirements and monitor situation until compliance accomplished.
- As a mandated reporter, evaluate, report, and document possible child abuse/neglect situations.
- Provide general health education to students, families, and staff to promote health and wellness in the school setting and community.
- Maintain the daily environment of the health services area and health care supplies.
- Provide education and promotion of standard infection control principles and monitor student population for infectious illnesses, reporting to appropriate agencies as mandated.
- Assist in care, monitoring, and maintenance of AED units within the school setting.
- Perform other duties as assigned.

Physical Requirements:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

Climb Ladders	S	Kneel	F	Lift/Carry > 50 lbs.	S	Push/Pull > 50 lbs.	O	Talk	F
Climb Stairs	O	Lift/Carry under 10 lbs.	F	Push/Pull under 10 lbs.	F	See	F	Twist	F
Crawl	S	Lift/Carry 10-25 lbs.	F	Push/Pull 10-25 lbs.	F	Squat	F	Walk	F
Hear	F	Lift/Carry 25-50 lbs.	O	Push/Pull 25-50 lbs.	O	Stoop/Bend	F		

Calendar/Work Schedule and Compensation:

Annual Calendar: 174 Day Calendar

- Compensation: Paid per the Contractual Agreement with the JEA (salaried)
 Paid per the Contractual Agreement with the JISPA (hourly)
 Paid per the Contractual Agreement with the DUSA (hourly)

- Paid per the Contractual Agreement with the Bus Drivers (hourly)
- Paid per the Contractual Agreement with the Custodians/Maintenance (hourly)
- Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

Classification:

- Administrative
- Supervisory
- Confidential (non-certified, not covered under a Contractual Agreement)
- Certified (covered under the Contractual Agreement with JEA)
- Non-Certified (covered under the Contractual Agreement with JISPA)
- Non-Certified (covered under the Contractual Agreement with DUSA)
- Non-Certified (covered under the Contractual Agreement with Bus Drivers)
- Non-Certified (covered under the Contractual Agreement with Custodians/Maintenance)

FLSA Status:

- Non-Exempt from overtime under the Fair Labor Standards Act
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