



Jacksonville School District 117

Job Description

Position Title:	Elementary School Nurse
Reports to:	Elementary School Principal; School Health Coordinator
Location:	District Elementary Schools
Salary & Benefits:	Regionally competitive salary and benefits commensurate with experience.
Terms of Employment:	Days per year: 174 days
Type of Employment:	Part-time: 4 hours per day, 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.
- Illinois Vision and Hearing Technician certification is preferred.

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
 Exempt from overtime under the Fair Labor Standards Act