

**JOB TITLE/ASSIGNMENT**

**JOB TITLE: SCHOOL NURSE**

**EVALUATION:** Evaluated annually by an identified administrator and in accordance with provisions of the Board of Education Policy on Evaluation of Personnel.

**SALARY:** \$35.00 per hour

**OVERVIEW OF THE POSITION**

Promotes the physical, mental, emotional, and social well-being of students by providing the following comprehensive school health services.

This job reports to the Director of Student Services.

**RESPONSIBILITIES/DUTIES****ESSENTIAL JOB FUNCTIONS:**

1. Maintains compliance as required by the Illinois School Code and Illinois Department of Public Health for physical examination and immunization records.
2. Determines the impact of students' contagious illnesses and acts to prevent the spread of communicable disease in the school setting.
3. Provides and/or delegates services including first aid, care for ill students and emergency care to students and staff.
4. Screens for health problems that impact education.
5. Identifies and manages students' health concerns so they are ready to learn.
6. Acts as a liaison between home and school by communicating with parents regarding students' health and safety needs and develops plans to meet those needs at school.
7. Assists students in accessing health care.
8. Provides essential health education in the classroom, helping students better prepare to address the many issues affecting today's young people.
9. Provides students with learning opportunities that promote individual and community health.
10. Administers and monitors the effectiveness of medications given at school.
11. Collaborate with school personnel in monitoring daily attendance
12. Provides school staff with current information about students' health concerns and care plans on a confidential, need-to-know basis.
13. Identifies community resources and information on services and provides these services to students and parents.
14. Recommends modifications to the school program for students who require accommodations due to health concerns.
15. Develops and maintains healthcare plans/504s for students who need special nursing interventions during the school day.
16. Maintains communication with administrators, teachers, and other school personnel, and parents to enhance cooperative action, which will meet the health and safety needs of students.
17. Maintains and updates student health records.
18. Acts as a liaison between the home, school, and community health agencies to enhance the health and wellness of the student population.
19. Maintains confidentiality regarding all school and health-related issues.
20. Assists with acts of daily living.

## REQUIREMENTS

- Registered Nurse in the state of Illinois
- Certification in audiometric and vision screening
- Certification in American Heart Association CPR and AED