

JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

<u>JOB TITLE:</u>	Health Office Professional (RN/LPN)
<u>REPORTS TO:</u>	District Nurse
<u>REQUIREMENTS:</u>	Must have 1-3 years experience in a medical environment, pediatrics Must be able to communicate effectively with students, parents, and educators Must hold a valid license from the Illinois Department of Professional Regulations as either an Illinois Registered Nurse or an Illinois Licensed Practical Nurse Must be certified in adult and child CPR and AED usage Must have a degree of confidentiality, oral and written communication skills and basic computer skills Any equivalent combination of education and experience will be considered
<u>RN</u>	Must have a Diploma, or Associates Degree or Bachelor's Degree from an accredited nursing program
<u>LPN</u>	Must have a Diploma or Certificate from an accredited licensed practical nurse program
<u>WORK YEAR:</u>	10 month, Full Time

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Provides safety and health information to all personnel and students; maintains state compliance regulations of all health issues including immunization, health records, and vision and hearing screenings.
2. Dispenses medications as directed by Illinois School Code and the District's policies and procedures; prepares medications for school field trips; maintains security of controlled substances and medications.
3. Provides and/or monitors treatment based on assessment of students during periods of short-term and long-term rest and recovery; communicates with parents and physicians of treatment, progress, etc.
4. Responsible for awareness of medication side effects and drug interactions.
5. Supervises and performs necessary medical interventions to provide and promote student independence.
6. Promotes student and personnel wellness programs including distribution of posters, newsletters, etc. Is a source of medical information for staff, students and parents.
7. Maintains universal precautions under the guidelines of OSHA
8. Manages and maintains school health office

9. Provides first aid care and notifies certified school nurse and/or paramedics in a school emergency situation.
10. Develops individualized nursing interventions and goals for students at risk; evaluates and updates the nursing interventions and goals as needed.
11. Notifies parents/staff of communicable diseases and health concerns as needed.
12. Prepares for and provides classroom intervention on health issues as required.
13. Communicates with parents, food service professionals, teachers, etc. on the medical needs/issues of the students as needed, while maintaining confidentiality and HIPAA guidelines.
14. Prepares and maintains personnel and student accident reports; maintains a communicable disease report; prepares a monthly report on the number of student visits to the nurse.
15. When required, attends parent/teacher/student meetings
16. Under the guidance of Certified School Nurse, refers students to the appropriate medical provider.
17. Assesses medical needs of students and documents accordingly.
18. Performs other duties as may be necessary and assigned by the District Certified School Nurse.

PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____