

MAERCKER SCHOOL DISTRICT 60

Job Description

TITLE: REGISTERED NURSE

QUALIFICATIONS:

1. Current Registered Nurse licensure in the state of Illinois.
2. Current First Aid and Cardiopulmonary Resuscitation program completion.
3. Illinois Certification as a Vision and Hearing screening technician.
4. Computer literacy and competency in use of existing technology.

REPORTS TO: Building Principal and Certified School Nurse

JOB GOAL: The primary role of the registered nurse is to provide direct nursing services to students and staff members in order to maximize the health and wellness of the school community in accordance with Maercker School District 60 Board of Education Policies and Procedures.

ESSENTIAL FUNCTIONS:

1. Listening and speaking skills.
2. Visually observing faculty, staff and students.
3. Problem solving.
4. Maintain confidentiality.
5. Physical activity including walking, standing, sitting, stooping, bending, reaching, and lifting and supporting of students.

PERFORMANCE RESPONSIBILITIES:

1. Maintain communication with and follow the direction of the Certified School Nurse to provide direct nursing services, first aid, illness and emergency care to students and staff in accordance with professional standards for nursing, district policy and procedures, and state and local mandates.
2. Maintain, use, and communicate student emergency information appropriately regarding health conditions, restrictions and immunization status.
3. Develop and maintain current Individualized Health Care Plans and provide daily intervention for students who need special nursing intervention during the school day.
4. Arrange accommodations for children with temporary illnesses
5. Administer medication to students with appropriate documentation according to board policy.

6. Secure and maintain accurate medical records to assure compliance with state, district, and county mandates including immunizations, physical examinations, and medical conditions.
7. Complete and maintain reports of accident/incident for students and staff.
8. Perform mandated vision and hearing screenings and provide follow up for deficiencies.
9. Participate in Child Find and health screening activities.
10. Participate in Grade and Building Level Teams, Problem Solving and 504 Meetings, and Special Education Referrals, Evaluation and IEP meetings as appropriate. Complete reports accurately and timely as appropriate.
11. Provide staff in-service programs on health topics including blood borne pathogens.
12. Interact with students and parents with consideration to the developmental characteristics of children at various ages.
13. Make appropriate assessment and referrals for suspected abuse/neglect as a mandated reporter following district policy procedures and state mandates.
14. Assume other responsibilities as assigned by the building principal.
15. Engage in wellness promotion activities throughout the school year, as directed by the Certified School RN.

COMMUNICATION:

1. Maintain communication with the certified school nurse, teachers, other school personnel, and parents/guardians to meet the health and safety needs of students.
2. Provide health service information, and counseling in an effective manner to enhance the health and wellness of the school community.
3. Maintain confidentiality regarding all school and health-related issues.

ORGANIZATION:

1. Maintain confidential daily logs of student/staff visits and documentation on individual health records.
2. Maintain the daily environment of the health office facility and supplies.
3. Utilize technology effectively to support the performance of duties.
4. Perform other health or school related work as required.

PROFESSIONAL DEVELOPMENT:

1. Maintain contact with professional nursing organization(s) and utilizes continuing education opportunities to enhance professional knowledge.
2. Participate as an active member of the school community, representing health/wellness.

CONDITIONS

OF EMPLOYMENT:

Established by the Board of Education as documented in the Education Support Personnel Handbook.

EVALUATION:

Performance is evaluated by the building principal in cooperation with the Certified School Nurse in accordance with Board of Education Policy and outlined in the Education Support Personnel Handbook.