

Maywood-Melrose Park-Broadview School District 89

District Nurse

THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES

- Qualifications:**
- Bachelor's Degree or Higher;
 - Valid Illinois Professional Educators Licensure - School Nurse Endorsement preferred or Registered Nurse with licensure in the State of Illinois;
 - ** • Must be licensed through the State of Illinois Department of Public Health in Vision and Hearing;
 - Must be certified in CPR and First Aid;
 - Minimum 2 years successful experience working in a school setting;
 - Working knowledge of Federal, State and Local laws and regulations as they relate to the delivery of school health services;
 - Valid Illinois drivers' license and vehicle required;
 - Demonstrate skills in word processing and excel with experience in use of office equipment not limited to computers, photocopiers and fax machines.
- Reports To:** Director of School Site Operations
- Location:** Multiple School Health Offices in District 89
- Terms of Employment:** 10 month position – Salary, benefits, and hours to be determined by the Board
- Job Goal:** Works in partnership with District administrators and staff to create an environment that will ensure the health and safety of all students in turn reducing the incidences of health related absenteeism.;
- Duties and Responsibilities:**
- Coordinates in the establishment, review and implementation of the school health services policies, procedures, goals and objectives;
 - Conducts school programs of immunizations, vision and hearing, and all other health related issues mandated by law or District policy;
 - Assists in the development and implementation of programs for special needs students;
 - Interprets health mandates, recommendations and trends to school personnel and provides necessary training;
 - Under supervision, initiates program changes when needed;
 - Documents, compiles, analyses data and prepares required reports on school health services;
 - Provides medical assistance to students who are injured at school or are ill;
 - Administers medication to students;
 - Monitors students with chronic health conditions;
 - Interprets a students' health needs to school personnel;
 - Inventories, orders, distributes and monitors school health supplies;
 - Assists District Health Clerks on the use of computer programs for the delivery of efficient and accurate record keeping;
 - Corresponds with parents on students health concerns including exclusion measures;
 - Issues health alerts to parents when instructed;
 - Records and maintains health records on students;
 - Administers to the Districts Vision and Hearing Screenings;
 - Preserves the confidentiality of all students, parents/guardians and employees;
 - Works in partnership with other departments to complete tasks relevant to the

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operations essential to service our students, faculty and staff;

- Performs such other duties and assumes such other responsibilities as may be assigned by the Director of School Site Operations.

Essential Functions:

- Ability to speak and write in a clear and concise manner;
- Ability to work independently and multi-task in an unsupervised environment;
- Ability to work as part of a team;
- Ability to disseminate and comprehend various reports/records/data/resources in regards to student health;
- Ability to organize and maintain an acceptable filing system;
- Ability to meet daily attendance requirements

Evaluation:

- Performance of this position will be evaluated by the Director of Human Resources in accordance with the Board's policy on "Evaluation of Educational Support Personnel".

**** Training will be provided. Must pass the vision and hearing testing and obtain Illinois Certification through the Illinois Department of Public Health in the area of Vision and Hearing. Failure to pass will adversely affect your employment status.**