



JOB DESCRIPTION

TITLE: School Nurse

QUALIFICATIONS:

- Registered Nurse in the State of Illinois

JOB SUMMARY:

To provide and coordinate the school health program including the delivery of services including, but not limited to administering first aid, medications, and non-emergency/emergency care for ill or injured students.

REPORTS TO: Assistant Principal of Student Life

SUPERVISES: This position does not supervise other staff members.

PERFORMANCE RESPONSIBILITIES:

- Conducts school health services and observes students on a regular basis to detect health needs.
- Supervises compliance with immunization and communicable disease regulations.
- Informs school administrators and other personnel with health trends and problems.
- Educates, and/or reports to parents, school personnel, physicians, clinics and other agencies on school medical matters.
- Assists school personnel in establishing sanitary conditions in the school.
- Works with community agencies for effective use of their resources and facilities.
- Provides care for a student who has suffered an injury or emergency illness.
- Authorizes exclusion and re-admission of students in connection with infectious and contagious diseases.
- Administers prescribed medication as appropriate to identified students.
- Recommends educational adaptations as necessary for individual needs.
- Collects, prioritizes, and documents health data from students, families, staff and service agencies in a systematic, organized and ongoing manner.
- Maintains up-to-date cumulative health records on all students in accordance with Illinois School Records Act and the Illinois School Code.
- Reviews and interprets medical and dental reports, including immunization status.
- Reviews monthly updates of current legislation, regulations, policies, litigation, and ethical issues provided by the District Office related to the provision of health services in the educational setting.
- Demonstrates competency in maintaining the confidentiality of health-related information.

- Effectively communicates with administrators, teachers, student-support personnel, and parents/guardians to enhance cooperative action and meet the health and safety needs of students.
- Maintains medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school.
- Available to assist/assess staff in the event of an emergency.
- Performs other duties as assigned by supervisors.
- Must be comfortable working with medically fragile students

SALARY: Salary determined by collective bargaining agreement between the Mundelein Educational Support Association and the Mundelein Consolidated School District 120 Board of Education.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The individual must be able to stand or sit for long periods of time, be mobile to move from one place to another, stoop, bend and able to lift up to 30 pounds.

TERMS OF EMPLOYMENT: This is a 10 month position.