



# MUNDELEIN HIGH SCHOOL

## TITLE: CERTIFIED SCHOOL NURSE

### QUALIFICATIONS:

1. Professional Educator License (PEL)
2. School Service Personnel / School Nurse endorsement
3. Valid Illinois license to practice as a registered nurse
4. Certified in A.E.D.'s, CPT and First Aid
5. Certified as a vision/hearing technician

### REPORTS TO: Director of Guidance

### JOB DESCRIPTION

#### JOB GOAL:

To maintain a climate of health and well-being throughout the school, and intervene as needed to provide medical services for those in need.

#### PERFORMANCE RESPONSIBILITIES:

1. Conducts school health services, and observes students on a regular basis to detect health needs.
2. Supervises compliance with immunization and communicable disease regulations.
3. Informs school administrators and other personnel with health trends and problems.
4. Educates, and/or reports to parents, school personnel, physicians, clinics and other agencies on school medical matters.
5. Acts a consultant and resource person to the staff for health issues.
6. Assists school personnel in establishing sanitary conditions in the school.
7. Works with community agencies for effective use of their resources and facilities.
8. Plans for vision and hearing screening programs and follow up of deviations.
9. Counsels with students in dealing with their personal health problems.
10. Assumes authority, in absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness.
11. Authorizes exclusion and re-admission of students in connection with infectious and contagious diseases.
12. Administers prescribed medication as appropriate to identified students.
13. Recommends educational adaptations as necessary for individual needs.
14. Counsels staff members regarding personal and family health problems.
15. Collects, prioritizes, and documents health data from students, families, staff and service agencies in a systematic, organized and ongoing manner.
16. Maintains up-to-date cumulative health records on all students.
17. Reviews and interprets medical and dental reports, including immunization status.
18. Prepares and submits reports for the Superintendent and State Board of Health.
19. Communicates with parents as needed.
20. Maintains up-to-date knowledge of Illinois and Federal regulations with regard to general health care, health promotion and disease prevention.
21. Collaborates with special education case managers and presence as warranted at special education staffing's.
22. Provides ongoing consultation with teachers regarding health related issues.

#### ADDITIONAL DUTIES:

Performs other tasks &/or duties related to job within the hours of the school day as assigned by administration.