

Job Description • Certified School Nurse (CSN)

Reports to:	Director of Programs and Services
Employment Group:	Faculty – TRS
FLSA Status:	Exempt
Work Year:	183 day as per the CBA
Salary Classification:	Per Faculty Association CBA

Position Summary

The Certified School Nurse supports the TrueNorth mission and is committed to the possibilities in every learner, every day. The Certified School Nurse provides professional, school-related health care services for TrueNorth to optimize health and wellness and support educational outcomes. The TrueNorth Certified School Nurse supports the development, implementation and professional learning of nursing procedures and processes across TrueNorth. This will include conducting vision and hearing screenings, providing CPR training and demonstrating knowledge of applicable laws, district policies and best practices related to special education and student health services in a school setting. The TrueNorth Certified School Nurse will complete state reporting for the Illinois State Board of Education and the Lake and Cook County Health Departments. Duties are to be performed in accordance with the standards of professional school nurse practices.

Qualifications

- A valid license as a registered nurse in the State of Illinois
- A valid Illinois Professional Educator License (PEL) endorsed in School Nursing
- Knowledge of Illinois policy related to student health records & the Family Educational Rights and Privacy Act (FERPA)
- Current Healthcare Provider level CPR/AED certification (American Heart Association or Red Cross) or be eligible to obtain within a specified timeframe
- Illinois Department of Public Health certification in vision and hearing screening or be eligible to obtain it within a specified timeframe
- Professional nursing experience (specifically pediatric, adolescent, community or mental health nursing, and/or health program management) preferred

Required Knowledge, Skills, and Abilities

- IEP and 504 Plan Expertise: Proficiency in developing Individualized Healthcare Plans (IHPs) and participating in the Special Education eligibility process

- Public Health Mandates: In-depth knowledge of Illinois School Code, immunization requirements, and communicable disease reporting
- Emergency Management: Ability to provide rapid response for medical emergencies, seizures, and allergic reactions (epinephrine administration)
- Collaborative Skills: Ability to work alongside multidisciplinary teams, including social workers, psychologists, and administrators

Essential Functions and Responsibilities

The following statements describe the general nature and level of work assigned to this position. They are not intended to be an exhaustive list of all responsibilities. Additional duties may be assigned that are reasonably related to the position.

- Develops and administers a coordinated school health program across TrueNorth
- Provides direct professional nursing services, first aid, illness, and emergency care to students including nursing assessment, identifying health problems, making referrals for diagnosis and treatment, recommending educational modifications, providing follow-up and evaluation, and maintaining appropriate documentation
- Provides immediate first aid and school-based medical care to students and staff
- Administers medications and treatments according to school policy and physician orders
- Provides specialized medical procedures, including G-tube feedings, diabetes care, seizure management, respiratory care, and wound care
- Monitors students with chronic or complex health conditions and implements emergency response protocols
- Conducts illness and injury assessments, determines appropriate interventions, and coordinates follow-up care
- Supports students on field trips, community outings, and extracurricular activities when medically necessary
- Assists in implementing toileting programs and hygiene routines as needed
- Assesses the health and safety needs of the school environment in compliance with Occupational Safety and Health Administration (OSHA) guidelines, implementing the Bloodborne Pathogen Control Plan and other interventions as indicated
- Cooperates with local and state public health agencies related to established communicable disease prevention and control programs. Notifies students, families, staff, and as needed the Health Department of outbreaks of communicable illness in a school or community
- Works collaboratively with staff on daily documentation of nursing care, Emergency Care Plans and IHCP, evacuation plans, and confidentiality policies

- Participates in the development of health-related policies and procedures in compliance with state mandates and current health practices
- Manages school health records in accordance with Illinois School Student Records Act
- Facilitates the development and implementation of an online health procedures handbook for TrueNorth and supports implementation
- Participates as a member of the multidisciplinary team in identification, evaluation, and placement of students into special education programs including conducting health histories, creating emergency care plans, writing the health component of the Individualized Education Plan, developing and implementing health related IEP goals and accommodations and completing service logs
- Initiates and implements IEPs when the primary accommodations/goals for the student are health-related
- Works with the Director of Programs and Services to organize and lead school nurse meetings and professional learning, including meeting agendas, notes, and follow-up activities
- Makes recommendations for the health annual budget
- Completes vision and hearing screenings for all students eligible for special education
- Prepares and submits state reports including immunizations, eye examinations, dental records, etc.
- Coordinates the purchase of health and OSHA related supplies, undesignated medications and equipment as needed for TrueNorth
- Acts as a liaison between the home, school, community health agencies and the private medical sector to enhance the health and wellness of the school community
- Provides care coordination/liaison between home, school, and community health care professionals for students with medically complex needs or chronic health conditions. Help families navigate various health care provider networks to find care for students based on insurance, medical needs, and special health care needs. Help families obtain state aid as needed for insurance needs and other funding for respite for durable medical supplies. Assist families in obtaining durable medical equipment, respite supports, or state aid when appropriate
- Keeps current in the field of school nursing through professional learning and participation in educational organizations and utilizes continuing education opportunities to enhance professional knowledge in both nursing and education fields
- Teaches First Aid/CPR classes to certify administrators, faculty, and staff and maintains records of completion

- Collaborates with various departments to ensure continuity of services for students, develop and implement procedures to ensure relationships and compliance
- Provides oversight for the undesignated mediation process including ordering medications, reporting to ISBE and Lake/Cook County Departments of Health, and providing training, etc.
- Performs other duties as assigned by TrueNorth Administrators

Physical Requirements & Work Environment

- Regularly required to sit, stand, walk, bend, reach, and lift and transport instructional materials
- Must be able to lift, move, and position up to 30 pounds
- Must have the ability to travel between school/community sites to meet student, family and program needs