



## Posen-Robbins School District 143 ½

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### JOB DESCRIPTION

**Title: School Nurse**

#### **Purpose Statement**

The position of School Nurse has been established for the purpose of assisting in the implementation of the district health services program.

#### **Reports To**

Assistant Superintendent of Student Services/Director of Special Education

#### **Essential Functions**

Assist in the implementation of the health services program; including medication administration, medical records management, emergency care of students and such duties as may be assigned by the Assistant Superintendent or the Building Principal.

#### **Job Responsibilities**

- Serve as liaison to Assistant Superintendent of Student Services in providing information and materials for the improvement of the district health education program.
- Supervise and administer prescribed medications by students and maintain required records.
- Manage Individualized Health Care Plans, Diabetic Care Plans, and Emergency Action Plans.
- Conduct the necessary evaluations for the health portions of the initial and triennial reevaluation of students with disabilities.
- Facilitate and participate in the development of Section 504 Plan Meetings
- Monitor students placed on new medication per physician instructions.
- Maintain record of all students referred to the health office.
- Deliver medically related procedures required to be completed by a Registered Nurse (RN); such as diabetic management.
- Monitor and report to the Public Health Department any serious health incidents as required, such as any contagious disease.
- Coordinate Medical Community Resources for the District
- Develop and implement Nursing Plan Calendar for yearlong student and staff health training
- Communicate with parents regarding students' specific health problems.
- Provide follow-up services and notification of students' health difficulties.
- Maintain the health office in a safe and secure manner.

- Maintain all required supplies and equipment as appropriate.
- Serve as the school contact with all physicians of medically-at-risk students.
- Monitor all chronic illness cases and take appropriate action.
- Demonstrate initiative in the performance of assigned responsibilities.
- Model and maintain high ethical standards for both the education and nursing field.
- Maintain confidentiality regarding student records and other school matters.
- Maintain positive relationships with staff, students, and parents.
- Participate in workshops and training as required.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries or concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all Board of Education policies, rules, and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Perform other incidental tasks consistent with the goals and objectives of this position.

### **Job Requirements: (Minimum Qualifications)**

- Type 73 Certified School Nurse PREFERRED; or Illinois State Registered or Licensed Practical Nurse.
- Certification in First Aid and CPR Training.
- Ability to communicate and work with parents, school personnel, students, physicians, medical facilities and agencies and clinic aides.
- Ability to file and keep legible records.
- Ability to communicate via written reports and observations with parents, agencies and the medical community.
- Previous experience and skills as requested by Assistant Superintendent of Student Services/Director of Special Education
- Previous experience in organization and administration of a school health program preferred.

### **Skills/Knowledge/Abilities**

- Ability to maintain confidentiality
- Ability to solve practical problems
- Ability to establish and maintain effective working relationships
- Ability to communicate with diverse individuals and/or groups
- Ability to multitask
- Ability to adapt to changing work priorities
- Ability to work with frequent interruptions
- Ability to operate standard office equipment including using pertinent software applications
- Ability to perform basic math, including calculations using fractions, percent, and/or ratios
- Ability to compose a variety of documents, and/or facilitate group discussions
- Ability to meet deadlines, schedules, and set priorities
- Ability to work with detailed information/data
- Interpersonal skills including tact, courtesy and patience

### **Physical Requirements**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **Terms of Employment**

This is a ten-month contract position with salary and benefits determined by the Board of Education.

### **Evaluation**

Performance of this job is evaluated annually by the Assistant Superintendent of Student Services or a designee.

### **SALARY**

Salary range is \$48,000 - \$60,000

### **BENEFITS**

Benefits include:

- Paid sick and personal days
- Medical, dental, vision and life insurance plans
- Illinois Municipal Retirement Fund (IMRF)
- PRSD University