

**TITLE:** REGISTERED NURSE

**REPORTS TO:** District Certified School Nurse (CSN) and Principal or assigned administrator

**PRIMARY PURPOSE:**

The primary purpose of this position is to provide professional nursing services as defined in the Illinois Nursing Act and keep staff informed as to any health, medical or safety issues exist and facilitate any individual health plans. This staff member will work collaboratively with building staff, and under the direction of the district certified nurse and in accordance with district/state board of education policies and procedures and state law regarding nursing practice.

**QUALIFICATIONS:**

- Successful completion of an accredited registered nursing program.
- Holds appropriate license as a Registered Nurse (RN) in the state of Illinois.
- Certified in CPR and the use of AED preferred, or willingness to be trained.
- Certified to conduct vision and hearing screening preferred, or willingness to be trained.
- Minimum of 1 year related experience (preferred).
- Preference will be given to individuals who speak Spanish.

**ESSENTIAL FUNCTIONS:**

1. Professional Responsibilities

- a. Makes decisions that demonstrate support of the mission, vision and goals of the district and in the best interest of the children under his/her care.
- b. Implement the established protocols for providing first aid care to sick and injured students and staff, including determining the severity of the situation, monitoring the individual, monitoring exposure to other, disposing properly of bodily fluids and performing technical procedures, when necessary (such as blood glucose testing, subcutaneous injectable epinephrine, hygiene procedures, etc.)
- c. Dispense medications and log information into daily medication records, notify parents when medications need to be refilled, and ensure that paperwork accurately reflects all activity related to monitoring the student's health needs.
- d. Maintain student health examination and immunization files to ensure compliance to state regulations, HIPPA and district policy. Track and follow up with students who are in the process of meeting compliance standards.
- e. Contact parents of ill or injured children, monitor the student, and prepare them to go home if necessary.
- f. Provide guidance to the administration and staff when it is necessary to call 911 or involve the district certified nurse.
- g. Assist with vision and hearing screening for students each year based on appropriate certification.
- h. Assist students in performing daily personal routines, including toileting, diapering, feeding and personal hygiene.
- i. Perform clerical and secretarial duties in the school office, as necessary, including answering phones, word processing, copying documents, entering data, and greeting and assisting visitors.

2. Communication/Organization

- a. Maintain open communication with the CSN, relaying messages, as directed to teachers, other school personnel and parents/guardians in order that a cooperative action will meet the health needs of students.
- b. Maintain confidentiality regarding all school and health related issues, informing individuals of specifics only when the information is necessary for them to interact with the student.
- c. Demonstrate the ability to establish effective working relationships with all levels of staff and students.
- d. Document the care and treatments provided to each student using the appropriate forms and entering that information into the student information system.
- e. Report any health/medical/safety issues that surface to the CSN to ensure that any areas of concern are addressed.
- f. Maintain a clean, orderly, well-stocked health office including inventorying and ordering supplies when needed.
- g. Utilizes existing technology effectively in the performance of duties.

3. Professional Development

- a. Maintains contact with a professional nursing organization and utilizes continuing education opportunities to enhance professional knowledge.
- b. Participates as an active member of the school community, representing health/wellness.
- c. This job description is a guide and not an exhaustive list of all duties of the position, other duties and responsibilities may be assigned by the CSN or Principal and his/her designee in accordance with the collective bargaining agreement and the Board of Education.

**TERMS/CONDITIONS OF EMPLOYMENT:**

- Employment as determined by the annual school calendar.
- Terms/conditions of employment as established by the agreement between the Board of Education and the Queen Bee Education Association.

**EVALUATION:**

- Performance is evaluated annually by the principal and/or the assigned administrator.
- Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation, the Performance Evaluation Reform Act of 2010 (PERA), Senate Bill 7, and Articles 24A and 34 of the Illinois School Code.