



Rock Island-Milan School District 41

**JOB DESCRIPTION**

**School Nurse (Non-PEL)**

**POSITION INFORMATION:**

<b>POSITION TITLE</b>	School Nurse (Non-PEL)
<b>DATE CREATED/AMENDED</b>	February 10, 2023/August 19, 2025
<b>DEPARTMENT</b>	Nursing
<b>LOCATION</b>	District School
<b>FULL-TIME/PART-TIME</b>	Full-Time
<b>APPOINTMENT TERM</b>	182 - Days
<b>FLSA: EXEMPT or NON-EXEMPT</b>	Non-Exempt
<b>REPORTS TO: TITLE of POSITION SUPERVISOR</b>	Building Principal and assigned PEL-endorsed School Nurse
<b>OTHER INFORMATION SALARY</b>	RIESPA-Bargaining Unit - \$32.42-\$37.25 per hour

**POSITION SUMMARY INFORMATION:**

The School Nurse (Non-PEL) provides health services and support to students and staff under the supervision of a licensed School Nurse (PEL) and/or building administrator. This position focuses on daily health office management, student care, and assistance with health-related compliance tasks to promote a safe and healthy school environment.

**Functions and Responsibilities**

Direct Student and Staff Care:

- Provide first aid, health assessments, and care to students and staff during the school day.
- Administer medications and medical treatments as prescribed, in accordance with district policy and Illinois law.
- Follow individualized healthcare plans (IHPs) and emergency action plans (EAPs) developed by the PEL School Nurse.

#### Health Records, Documentation, and Compliance:

- Monitor and report student immunization compliance and manage health-related documentation as required by Illinois School Code.
- Maintain confidentiality of student health records in compliance with FERPA, HIPAA, and district policy.
- Assist with student health screenings and data entry under the guidance of the certified school nurse (immunizations, vision and hearing, dental and medical conditions, etc).
- Monitor and maintain health office supplies, equipment, and student medical records.
- Support communicable disease tracking and reporting as directed.

#### Communication and Collaboration:

- Serve as a liaison between home, school, healthcare providers, and community agencies regarding student health concerns.
- Communicate with parents/guardians regarding student illness, injuries, and health needs.
- Collaborate with administrators, teachers, counselors, and other school personnel to support student well-being and academic success.
- Provide health and wellness information to students and staff as appropriate.
- Perform other related duties as assigned by the supervising School Nurse (PEL) and/or administration.

#### **Qualifications:**

- Current Illinois Registered Nurse (RN) or Licensed Practical Nurse (LPN) license (must be supervised by a Registered Nurse (RN)).
- CPR/AED and First Aid certification required.
- Experience in pediatric, school, or community health preferred. Hearing and Vision certified or willing to obtain Hearing and Vision certification (*The District will provide the necessary training. The employee must obtain within the first 12 months*)
- The employee must be a BSN and obtain the IEP Designee within the first 12 months of hire.
- Ability to work collaboratively with students, staff, and families.
- Strong communication, organizational, and record-keeping skills.

#### **Required Knowledge, Skills, and/or Abilities**

- Practical communication skills (Oral and Written)
- Demonstrates empathy- caring, and compassion concerning children
- Organization and time management
- Active Listening
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services.
- Ability to make sound judgments

**Physical Demands/Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% standing, 40% walking, and 20% sitting. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgements:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

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*Supervisor/Manager Signature*

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*Date*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*