

New Berlin CUSD #16

JOB DESCRIPTION

Position Title: School Nurse

Qualifications:

1. Registered nurse licensure in the state of Illinois, Medical Review Certification, Certified Vision and Hearing Technician, and CPR Certified.
2. Valid state license to practice as a school health nurse as set forth by Illinois State Board of Education.
3. Ability to maintain good working relationships with students, parents, employees, physician offices, and the local health department as well as possess good oral and written communication skills.
4. Knowledge of medical disorders and treatments as relates to children and adolescents.
3. Professional image, actions, communications and working relationships are required at all times.

Department: Health PK - 5

Location: Elementary

Reports to: Superintendent

FLSA Class: Non-Exempt

Revised Date: 02/11/21

Job Goal: To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools. All duties are performed in accordance with the Illinois Nurse Practice Act and district/state board of education policies and procedures.

Performance Responsibilities:

1. Conduct school health service, including tests for hearing and vision as required by the Illinois Child Hearing and Vision Test Act, follow up on failed screening referrals, and complete state reports in a timely manner.
2. Work cooperatively with the building administrators in maintaining up-to-date cumulative health records on all students as required by law.
3. Provide care to students and staff with routine and chronic health conditions using the nursing process –assessment, diagnosis, planning, implementation, and evaluation.
4. Provide episodic and emergency care to students and staff using current evidence based practice guidelines.
5. Consult with parents, school personnel, physicians, clinics, and other agencies on school health matters.
6. Act as liaison between home, school, community health agencies and the private medical sector.
7. Recommend modification of school programs for a student who requires a

change because of a health deficit and developing health care plans when students need special physical health care procedures to be provided at school.

8. Administer medications/treatments in compliance with the Illinois Nurse Practice Act, ISBE, and CUSD #16 school board policies. Typical routes of administration include but are not limited to oral, inhaled, injection, and via g-tube. All medications are given using the five rights: the right patient, the right drug, the right dose, the right route, and the right time.
9. Maintain all medications, orders, emergency action plans including and not limited to inhalers, Epi-pens, seizure and diabetic medications
10. Implement and develop procedures for the purpose of ensuring compliance with the Illinois School Code and CUSD #16 board policies relating to student health and health services.
11. Observe students on a regular basis to detect health needs.
12. Assume authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness.
13. Complete incident reports for students and inform building administration and Superintendent. Complete additional forms for staff injury as needed.
14. Participate in the multidisciplinary team pursuant to the provisions of 23 IL Admin. Code 226 (Special Education) and complete reports as required for special education evaluation/re-evaluation as needed
15. Prepare and submit reports for the Superintendent as required by ISBE and/or local and/or state agencies.
16. Promote and assist in the control of communicable disease and work with the local health department as needed.
17. Authorize exclusion and readmission of students in connection with infectious and contagious diseases.
18. Advise teachers on health matters, particularly regarding screening for student health defects.
19. Prepare medical alert lists for classroom use, field trips, athletics, food service, and transportation.
20. Participate with administration and school staff in developing and implementing total school health program.
21. Provide emotional support and crisis intervention for students and staff as needed.
22. Teach puberty to fifth grade students.
23. Complete billing online with Timberline to receive Medicaid reimbursement for nursing services performed.
24. Maintain a professional attitude and loyalty to the school and district.
25. Provide professional development to staff as needed.
26. Receive and do data entry of sports' physicals and communicate this information to coaches.
27. Participate in committees, district teams, and/or staff meetings as required.
24. Attend required training programs regarding school health services and maintain certifications as required.
25. Work together with administration and staff to provide a healthy and safe school environment.
26. Perform duties necessary to the position as assigned by the Building Principal and/or Superintendent.

TERMS OF EMPLOYMENT:

This position works 190 days. The salary will be established annually by the Board of Education. Work hours will be determined and is subject to change with district demands. Position constitutes an employee at will of the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy and Evaluation of Support Services Personnel by the Superintendent.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time during the employee's employment with the District.

Name: _____

Date: _____