

SOUTHWEST COOK COUNTY COOPERATIVE
ASSOCIATION FOR SPECIAL EDUCATION

JOB DESCRIPTION

TITLE:	Nurse
REPORTS TO:	Program Supervisor
SUPERVISES:	
QUALIFICATIONS:	Type 73 Illinois Certification for School Nurse or RN Licensure or LPN Licensure
EVALUATIONS:	Conducted on an annual basis in accordance with Cooperative guidelines
TERMS OF EMPLOYMENT:	Length of employment, salary and benefits determined by the Board of Directors of SWCCCASE

RESPONSIBILITIES:

Technical Skills:

- Conducts hearing and vision screenings and provides follow-up referrals and consultation
- Completes necessary local and state paperwork related to hearing and vision screenings
- Facilitates dental screenings for all eligible students
- Collaborates with other team members in providing diagnostic screenings , as needed
- Administers first aid and needed care for student illnesses
- Documents staff and students injuries, utilizing appropriate forms and procedures
- Implements approved medication policies
- Administers to and monitors chronic physical health conditions
- Works collaboratively in cases of child abuse referrals
- Provides health teaching and counseling for students (Type 73 only)
- Assesses and maintains all students' immunization records, physical records, emergency information and other pertinent health related data
- Effectively communicates with parents, colleagues and supervisor regarding pertinent health issues/medical conditions, documents those communications
- Prepares and issues notifications to school officials and parents of possible exposure to contagious diseases or conditions
- Acts as a resource for team members regarding health related issues
- Demonstrates professionalism
- Sets an example for students to follow
- Participates in professional growth activities
- Follows policies and procedures established by the Cooperative

Communication skills

- Performs as an integral member of the educational team
- Relates in a helpful, positive, and efficient manner with peers, supervisors and all those in contact with SWCCCASE
- Maintains highest level of confidentiality

Professionalism

- Follows policies and procedures of SWCCCASE
- Demonstrates flexibility and is adaptable to change
- Uses judgment appropriately
- Demonstrates continual assessment of personal effectiveness and responds professionally to feedback, actively participates in the evaluation process; participates in professional growth activities
- Maintains a clean work area
- Dresses appropriately
- Conducts self in appropriate and ethical manner
- Treats others with respect and dignity
- Participates in professional growth activities
- Actively participates in the evaluation process

Performs other duties as assigned