SCHOOL DISTRICT U-46
JOB DESCRIPTION
CERTIFIED SCHOOL NURSE

JOB DESCRIPTION REVISION DATE: 04/17/2012

DEPARTMENT / SCHOOL: Health Services/Special Education Department

REPORTS TO: Health Services Supervisor

SUPERVISES: N/A

POSITION GOAL:
Consultative position in the provision of nursing duties in a school environment that requires the exercise of “instructional judgment” or “assessment of pupils to enhance academic achievement for all.”

ESSENTIAL FUNCTIONS
1. Participates in developing, implementing and evaluating nursing practice guidelines, school health programs and initiatives, objectives and procedures
2. Participates in planning programs that eliminate or minimize student health concerns that may interfere with learning
3. Develops individual Health plans for the care of students with chronic health conditions and disabilities
4. Develops individualized health plans with specific goals, objectives and interventions based on student health needs
5. Consults with assigned building staff in the implementation if IHP’s
6. Provides Health Education
7. Provides consultation to teachers regarding requested lessons for students in the classroom
8. Provides education opportunities for school staff on health related issues
9. Participates in school district wellness initiatives
10. Promotes and assist in the control of communicable disease
11. Provides consultation to RN regarding immunization compliance
12. Serves as a resource in program planning for disease prevention and education
13. Performs other duties as assigned by the principal, or other administrative staff.

KNOWLEDGE AND CRITICAL SKILLS:
1. Recommends school district policies and nursing practice guidelines related to Health Service Program
2. Participates in developing, implementing and evaluating nursing practice guidelines, school health programs and initiatives, objectives and procedures
3. Participates in planning programs that eliminate or minimize student health concerns that may interfere with learning
4. Develops individual Health plans for the care of students with chronic health conditions and disabilities
5. Develops individualized health plans with specific goals, objectives and interventions based on student health needs
6. Consults with assigned building staff in the implementation if IHP’s
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10. Participates in school district wellness initiatives
11. Promotes and assist in the control of communicable disease
12. Provides consultation to RN regarding immunization compliance
13. Serves as a resource in program planning for disease prevention and education

EXPERIENCE AND EDUCATION:
1. Bachelor’s degree in Nursing from accredited university.
2. Illinois Type 73 Certificate endorsed as school nurse, Illinois registered professional nurse license and current CPR certification.
3. School nursing experience is preferred but not necessary for hiring.

ENVIRONMENTAL CONDITIONS:
1. Must work in noisy and crowded environments.
2. Indoors in a busy school environment.
3. Frequently work at a fast pace with unscheduled interruptions.
4. May be required to leave main work site to attend meetings.
5. Public contact requiring appropriate business-like apparel.

PHYSICAL DEMANDS:
1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift carry, pull, or push heavy objects or materials, such as screening equipment and files.
3. Occasional stooping, bending, and reaching.
4. Must work indoors.

ADA:
The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:
Nine month position (189 work days)

EVALUATION:
Performance of the position will be evaluated with provisions set by the Board of Education as per contract.

Employee Signature: ________________________________ Date: _____________
Supervisor Signature: ________________________________ Date: ______________