

LAGRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: School Nurse
JOB GOAL: Provide program, case manager/direct care provider, collaborator/advocate, and educator on system-wide health services issues.
REPORTS TO: Principals, Director of Student Support Services
QUALIFICATIONS: An RN license is required.
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality, and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem-solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Administer a health counseling and crisis intervention program.
2. Provide timely direct nursing services, first aid, illness, and emergency care.
3. Collect and analyze epidemiological and other health information, and make recommendations based on data.
4. Identify the healthcare needs of students and the availability of community health care services and resources.
5. Support the development of health policies and procedures to comply with mandates and health practices.
6. Implement blood borne pathogens intervention requirements and other interventions as required by OSHA.
7. Provide health information and counseling for students, parents, and staff.
8. Support medication protocols to safely store, administer, document, and monitor the effectiveness of medications given at school.
9. Participate in Child Find programs and manage state-mandated health screening programs.
10. Provide screening & follow-up services for vision, hearing, growth/development, and other physical deficits.
11. Communicates modifications of the school program for students who require accommodations.
12. Develop and maintain healthcare plans for students who need special nursing interventions.
13. Maintain accurate medical records to assure compliance with state mandates and with the Illinois School Student Records Act, including immunizations, physical examinations, and medical conditions.
14. Maintain user-friendly, organized health services conducive to confidential communication.
15. Follow school health law, as well as state and district policies and guidelines.
16. Record accurately all services rendered, and interpret and explain records, reports, activities, healthcare plans, accommodations, and medical interventions.

This job description does not state or imply that these are the **only** duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and perform any other duties assigned by the supervisor.

Evaluation:

Performance in this position will be evaluated annually, twice annually, or at least every two years in accordance with the provisions of the applicable policies of the district.

Terms of Employment:

Length of contract, salary and benefits as established on an annual basis.