

LAGRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: Certified School Nurse
JOB GOAL: Provide program, case manager/direct care provider, collaborator/advocate, and educator on system-wide health services issues.
REPORTS TO: Principal, Director of Student Support Services
QUALIFICATIONS: Current Illinois Professional Educator License (PEL) with appropriate endorsements.
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. Develop/administer a health counseling and crisis intervention program.
2. Provides timely direct nursing services, first aid, illness, and emergency care.
3. Collects and analyzes epidemiological and other health information; make recommendations based on data.
4. Identify the healthcare needs of students and the availability of community health care services/resources.
5. Support the development of health policies/procedures to comply with mandates and health practices.
6. Implement blood borne pathogens and other interventions as required by OSHA.
7. Provide health information and counseling for students, parents, and staff.
8. Develop a medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school.
9. Participate in Child Find programs; establish and manage state mandated health-screening programs.
10. Provide screening and follow up for vision, hearing, growth and development, and other physical deficits.
11. Serve as a member of the multidisciplinary team. Writes the health component of the IEP.
12. Recommends modifications of the school program for students who require accommodations.
13. Develop/maintain health care plans for students who need special nursing interventions.
14. Maintains accurate medical records to assure compliance with state mandates and the Illinois School Student Records Act including immunizations, physical examinations, and medical conditions.
15. Maintain user friendly, organized health services conducive to confidential communication and services.
16. Follow school health law, as well as state and district policies and guidelines.
17. Record accurately services rendered, interpret and explain records, reports, activities, health care 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 by the Collective Bargaining Agreement.