



## MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75

### Job Description

**JOB TITLE:** Certified School Nurse

**QUALIFICATIONS:**

1. Registered Nurse with Current Illinois License
2. Illinois Type 73 Certificate
3. Possess sound emotional judgment with the ability to work with people.
4. Ability to conduct instruction for staff and students.
5. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal and Director of Special Services

**SUPERVISES:** R.N. Health Professionals and Substitute RNs and Assistants

**JOB GOAL:** To assist in providing the fullest possible educational opportunity for each district student and staff member by minimizing absence due to illness and creating a climate of health and well being in district schools. The nurse assumes responsibility for appropriate assessment, planning, intervention, evaluation and referral to assure access and continuity of health care for students and staff; and provide relevant instruction, counseling and guidance to students, staff and parents concerning health related issues.

#### PERFORMANCE RESPONSIBILITIES:

1. Participate in the formulation and periodic review of objectives, standards, policies and functions of school nurse services and the total school health program.
2. Assist in planning the annual budget for the school health program, and recommend facilities and equipment necessary to carry out program activities.
3. Alert school administrators and others to legal provisions as they pertain to the school situation.
4. Supervise compliance with immunization and communicable disease regulation.
5. Acquaint school administrators and other personnel with health trends and problems.
6. Participate in the development of school policies regarding the health of school personnel.
7. Identify and participate in research necessary for improving practices in school nursing.

8. Prepare and distribute schedules for building nursing services and schedule substitute nurses as needs develop.
9. Determine functions and qualifications of health paraprofessionals and orient, supervise and evaluate their performance.
10. Review and interpret medical and dental reports, including immunization status.
11. Plan for vision and hearing screening and follow-up deviations.
12. Evaluate health and developmental status in order to make a nursing diagnosis and establish priority for action
13. Participate in the planning and follow-up of screening programs by agencies outside the school to assure that they meet ethical and educational standards.
14. Interpret the health and developmental status of the pupil to himself, his parents and school personnel.
15. Counsel with pupils in dealing with their personal health problems.
16. Recommend educational adaptations as necessary for individual needs.
17. Help parents, school personnel and pupils to understand and adjust to physical, mental and social limitations.
18. Use direct health services as a vehicle for health counseling.
19. Utilize each opportunity, in the process of providing health services, to present health information to students, teachers, parents and community groups.
20. Act as consultant and resource person to the staff for the total health education program.
21. Compile and maintain a file of current health education material for students and faculty.
22. Assist classroom teachers to teach health more effectively by serving as a consultant and participating in team teaching and classroom demonstrations.
23. Encourage and assist with in-service health education programs for students, parents and community groups, encourage the use of mass media.
24. Cooperate with the school staff in establishing policies and procedures for providing emergency care for illness and/or injury occurring while the student is under jurisdiction of the school.
25. Provide for the implementation of medically approved emergency care procedures, the instruction of school personnel and plans for the reporting of accidents.

26. Participate in the review of accident reports and confer with school personnel to assure corrective action.
27. Assist in the periodic inspection of the entire school plan for environmental health.
28. Promote effective communication between the community, health professions and the school.
29. Work with community agencies for effective use of their resources and facilities.
30. Analyze school health records and reports in order to evaluate and improve the school health program.
31. Appraise the school health program in relation to pupil health needs and community health problems.
32. Review research and apply appropriate findings.
33. Serve as a full participating faculty member, attend and participate in faculty staffings and community meetings.
34. Join and participate in activities of professional nursing, health and educational organizations.
35. Continue to pursue educational studies to maintain and improve the professional level of performance.
36. Uphold standards enunciated by the profession.
37. Inform pupils and faculty regarding health career opportunities.
38. Promote legislation of significance to nursing, and school health and education.
39. Meet with SST (Special Services Team) as needed and requested to provide input on children referred to SST.
40. Function as a member of the team providing preschool and kindergarten screening by accomplishing the vision and hearing screening.
41. Perform such additional duties as may be assigned by the Director of Special Services.