



MIDLOTHIAN SCHOOL DISTRICT NO. 143

COOK COUNTY, ILLINOIS

MICHAEL A. HOLLINGSWORTH, Superintendent
Telephone: 708-388-6450
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Administrative Offices
14959 S. Pulaski Road
Midlothian, IL 60445

Job Title: School Nurse

Reports to: Director of Student Services

Required Licenses and Certificates:

- Current Illinois Registered Nurse License
- Current Illinois Professional Educator License with School Nurse PK Age 21 endorsement
- Current CPR and AED Certification
- Certified to complete Vision and Hearing Screenings (preferred)

Requirements:

- Certified in good health by a licensed physician
- Ability to work cooperatively with others
- Working knowledge of basic office procedures including clerical and record keeping skills
- Knowledge of childhood diseases, public health issues and the relationship of medical issues and educational adaptations
- Previous experience as a School Nurse or recent experience in a healthcare facility
- Spanish proficiency is preferred

Responsibilities:

- Provides for health care needs, first aid, illness and emergency care of the students and staff of District 143

- Authorize exclusion and re admission of students in connection with infectious and contagious diseases
- Arrange on site programs for students such as: free dental and free vision, etc.
- Research other options for free and/or reduced fee clinics available to the community
- Administers medications in compliance with State regulations and school board policies
- Responsible for providing information on disease prevention with regards to State reporting requirements
- Maintains current cumulative health records for all students
- Coordinates and collaborates with others for vision and hearing screening assessment programs and enters results into vision and hearing annual reports and submits to Illinois Department of Public Health
- Responsible for early detection of physical problems as mandated by State screening regulations and health evaluation
- Conducts any required head lice/nit inspections and communicates with parents regarding district policy
- Assists school personnel in maintaining sanitary standards in schools
- Reports to parents, school personnel, physicians, clinics and other agencies on school medical matters
- Completes School Immunization Survey and Student Health Data Report/Survey and/or any applicable reports on the IWAS system or as deemed necessary by district administration of required by the State
- Compiles a listing of students not in compliance with physicals and immunizations and provides parent contact for notice
- Coordinates the completion filing and necessary notice requirements from the School District Health History form provided for all students/parents at registration
- Completes and coordinates all record keeping requirements for the authorized and permissible dispersal of medication to students
- Provides appropriate health counseling/recommendations for parents and school personnel
- Accurately orders and maintains the medical supply inventory for the buildings
- Assists with verification of selected student health plans (i.e. diabetes, asthma, food allergies, etc.)
- Verifies AED machines are up to date and compliant with State regulations and completes monthly AED status checks
- Communicates with Special Education department members regarding student medical information and screening results. Provides information for 504 plan meetings or IEP meetings
- Assists with plans and protocols during a pandemic
- As requested by the district: provides additional education and assistance with training on such topics as CPR/First Aid, preventative care (hand washing, vaccination, nutrition, developmental education) and safety within the school setting
- Works with the Director of Student Services to maximize Medicaid reimbursement
- Coordinates health screenings for staff
- Performs other reasonable tasks and requests as may be assigned by the administration and Board of Education

Salary: Commensurate with licensing and experience

Candidates should apply at: www.msd143.com

