

JOB DESCRIPTION

Wood Dale School District 7

TITLE: School District Nurse

QUALIFICATIONS:

1. Registered professional nurse currently registered in Illinois.
2. IEP Designation Training from the Illinois State Board of Education.
3. Certification for CPR, First Aid, Vision and Hearing Screening.

REPORTS TO: Administrator/Special Education Coordinator.

JOB GOALS: To coordinate a school health program including the delivery of services to students and staff members in order to enhance health and wellness in the school community. Duties are to be performed in accordance with standards of professional school nurse practice, district/state board of education policies and procedures and Illinois State law regarding nurse practice.

PERFORMANCE RESPONSIBILITIES:

1. Implements and monitors all Board Policies related to student and staff health matters.
2. Plan and supervise the obtaining of required physical and dental examinations and immunizations.
3. Make arrangements for, supervise and follow up on physical assessment programs including (but not limited to) dental, vision, and hearing screening.
4. Obtain health histories and pertinent medical reports for case study evaluations.
5. Participate in interdisciplinary staffings, and child study team meetings (as needed).
6. Assist in obtaining and interpreting medical reports that are needed to adapt the child's educational program.
7. Collaborate with other professionals in recommending physical adaptations as necessary for individual needs.
8. Provide for the maintenance of complete and accurate health records and documentation of health services on all students. (i.e., physical & dental examinations, hearing and vision results).
9. Actively collaborate with the school administration in the formulation of policies and procedures for the prevention and control of communicable disease in conformity with State law and local health department recommendations.
10. Provide for the implementation and enforcement of communicable disease policies and procedures.
11. In accordance with Board Policy, plan and supervise the safe and effective administration of medication needed to maintain the child in school in cooperation with the school/district administrators.

12. Collaborate 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.
13. Observe school environments, review accident reports and evaluate safety procedures in order to alert appropriate school personnel to correct hazardous conditions or procedures.
14. Collaborate with all members of the school staff in identifying students who may be abused and/or neglected by providing information on signs and symptoms, interviewing and examining injured students, keeping accurate records and cooperating in established hotline procedures.
15. Maintain current student medical condition list, distribute information as needed.
16. Computer literacy and competency in use of existing technology.
17. Maintains a user friendly and organized health services facility conducive to confidential communication and services.
18. Develops and maintains current health care/emergency plans for students who need special interventions during the school day (i.e. diabetes, food allergy, seizure disorder etc.)
19. Organizes and oversees the District Concussion Oversight Committee, including planning meeting agendas, taking minutes and implementing related protocols.
20. Maintains a list of medical training required by specific staff members (CPR, concussion, diabetes, etc....) and ensures staff members training are kept up to date.
21. Other duties as directed by supervisor.

HEALTH EDUCATION AND COUNSELING:

1. Consult with parents, school personnel and pupils in order to understand their personal health problems and facilitate adjustment to any physical, mental and social limitation.
2. Assist families and staff to find and use available health and community resources.
3. Utilize each opportunity in the process of providing health service to present health information to students, teachers and parents.
4. Participate in the total health education program by acting as a consultant and resource person and participating in classroom programs.
5. Compile and maintain a file of current health education materials for students and faculty.
6. Provide in-service programs on appropriate health topics to parents, teachers, and staff.
7. Stress the concept of prevention of disease and promotion of wellness in all activities.
8. Maintains the Health Services page of the school district website and ensures all required school health information is posted and updated.

ADMINISTRATION AND PROFESSIONAL RESPONSIBILITIES:

1. Is an active, contributing member of the Child Study Team, Special Education Committee, and NDSEC nurse's group.
2. Act as a liaison between school, student, parents, physician and community agencies regarding the pupil's health status, as allowed under current legal guidelines.
3. Participate in the formulation, evaluation and periodic review and revision of objectives, standards, policies, and functions of school nurse services and the total school health program.
4. Alert school administration and others to legal provisions and health trends as they pertain to school health policies and procedures.
5. Participate in activities of professional nursing, health and educational organizations.
6. Continue to pursue educational studies to maintain and improve the professional level of performance.
7. Supervise and instruct health clerks.
8. Provide and/or delegate direct professional nursing services, first aid, illness, and emergency care to students and staff including assessment, identifying health problems, making referrals for diagnosis and treatment, recommending educational modifications, providing follow-up and evaluation, and maintaining appropriate documentation.

TERMS OF EMPLOYMENT: Ten month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually accordance with provisions of the Board's policy on evaluation of Professional Personnel.