

PRAIRIE CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 8
JOB DESCRIPTION FOR
REGISTERED NURSE

Official Supervisor
Building principal

Job Summary

The registered nurse assumes responsibility for the administration of school health services as per the directives of the school administration, school policy, the guidelines of the Illinois State Board of Education, and the rules and regulations of the Illinois Department of Public Health.

Qualifications

Registered nurse license

Skills

Working well independently
Communicating effectively
Working cooperatively with all other staff members and students
Organizing tasks and time effectively
Completing job requirements punctually
Relating to staff, students, and general public in a courteous manner
Being a positive role model for students
Performing all assigned tasks

Length of Employment

180 days per year, 8 ½ hours per day (including a 30-minute, non-paid, duty-free lunch), but assigned hours may vary

Evaluation

By building principal, based on "Job Functions"

Job Functions

- A. Punctuality
 1. Performs duties and assignments in a punctual fashion according to the given schedule
 2. Adheres to established laws, policies, rules, regulations, and collective bargaining agreements regarding punctuality
 3. Submits time sheets and other required paperwork in a timely manner
- B. Safety
 1. Follows the directives of the school administration, school policy, the guidelines of the Illinois State Board of Education, and the rules and regulations of the Illinois Department of Public Health
 2. Observes the highest standards of safety
 3. Is accountable for the equipment and supplies used in daily job performance and follows all district rules, regulations, and procedures in the issuance, handling, and returning of medical equipment and supplies
 4. Follows all prescribed guidelines when dealing with hazardous materials or communicable diseases
- C. General Procedures
 1. Works with the administration and school staff in developing and implementing a total school health program
 2. Assists the administration in developing and maintaining school health and sanitation policies
 3. Performs school health screenings
 4. Consults with parents, school personnel, physicians, clinics, and other agencies on school health matters
 5. Maintains up-to-date cumulative health records on all students
 6. Identifies and refers students in need of medical and dental care
 7. Assumes responsibility for the care of a student or staff member who has suffered injury or emergency illness
 8. Observes students on a regular basis to detect health needs, including but limited to lice checks
 9. Keeps teachers informed about health matters, particularly regarding teacher observation skills for student health problems, communicable diseases, and other special health needs of students
 10. Participates in educational staffings and annual reviews as needed to provide health-related information
 11. Administers and/or monitors any medical treatment and/or medication given to students while attending school
 12. Recommends on exclusion and readmission of students in connection with required vaccines and physical examinations, and infectious and contagious diseases
 13. Attends committee meetings and conferences as needed regarding health services and health curriculum
 14. Prepares and submits health data and reports, including, but not limited to, monthly reports of daily activities, immunization surveys, accident reports, and summaries of vision/hearing exams
 15. Is responsible for taking inventory of, and ordering, supplies
 16. Performs such other duties as may be assigned by appropriate supervisors, and within appropriate licensing
 17. Supervises licensed practical nurses
- D. Communication and Cooperation
 1. Communicates and cooperates with colleagues, supervisors and all levels of staff, students, and the public regarding health issues
 2. Uses sound judgment and discretion when dealing with staff and student health issues
 3. Is a positive role model for students, has a neat appearance, and uses proper language near students
 4. Demonstrates interest, enthusiasm, and a positive attitude toward work
 5. Generally keeps administration informed about health issues that pose a potential threat to students, staff, or the public; or that could expose the liability of, or embarrass, the school system