

School Nurse
Job Description

TITLE: School Nurse

QUALIFICATIONS: Type 73 Illinois Certificate as a School Nurse

REPORTS TO: Director of Special Education, Assistant Director and/or Coordinators

FUNCTION: To provide school nurse services to and on behalf of students three to twenty-one so that health and medical development can be enhanced over learning abilities.

RESPONSIBILITIES:

A. Services to Students and Parents

1. Performs casework and group work services with students to address health and medical concerns related to their educational and social progress.
2. Performs casework service with parents as an integral part of the task of promoting student wellness and to increase the parents' understanding of their constructive participation in resolving their child's health problems and their knowledge and use of appropriate available resources.
3. Conducts inservice training for parents and students.

B. Work with School Personnel

1. Consults and collaborates with other school staff members in gathering and giving information on a case and in establishing and planning for respective roles in the modification of the student's health needs.
2. Participates in the case study evaluation process by obtaining and/or reviewing information relative to health and medical background.
3. Consults and collaborates with appropriate school personnel regarding the referral of students for prevention and intervention strategies as well as for the referral of students to school district, special education cooperative and various out-of-school agencies as necessary.
4. Participates in county-wide preschool screenings.
5. Conducts inservice training for teachers and administrators.

6. Facilitates the accurate maintenance of school records for use by school staff members, outside agencies and parents as required by law, district and Kendall County Special Education Cooperative policy.

C. Competency in Methods and Practice

1. Communicates effectively, verbally and in writing with members of the IEP team, building administration and staff, and Cooperative administrative staff.
2. Organizes time, energy and workload in order to meet responsibilities and complete assignments with due consideration for the priorities among the various responsibilities.
3. Maintains a clear sense of overall goals, objectives and tasks of a school nurse and successfully interprets these to school personnel to maintain primary professional activities and competences.
4. Prepares timely health histories which systematically appraise the pupil's health needs.
5. Participates in team meetings and IEP conferences including pre-referral interventions, placements, IEP's and annual reviews.
6. Provides the school with essential information about pupil's health and medical needs so school personnel can better accommodate individual student needs.
7. Teaches content and skills to students, teachers and parents utilizing best practices, curriculums and courses of study.
8. Strives to improve professional expertise in areas of specialization.
9. Helps identify and assess health and medical difficulties of children which interfere with their attendance, adjustment and achievement.
10. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities while meeting accepted standards of professional behavior.
11. Observes and follows all Kendall County Special Education Cooperative policies and procedures.
12. Exhibits professionalism and commitment through punctuality and attendance.
13. Participates and performs in other duties as assigned by Kendall County Special Education Cooperative administration.

D. School/Community Relations

1. Functions as a liaison with school, community, family and student when indicated, to link school and community services.
2. Establishes and maintains open, positive lines of communication with students and their parents concerning both academics and behavior.
3. Assists the administration in upholding and enforcing school rules and policies.

EVALUATION: Formal and informal observation, field evaluations and conferences shall occur as needed or desired by the professional staff member or administrator and shall be an on-going process.