Streator Elementary District #44

Job Description

Nurse

FLSA Status: Non-Exempt
Reports to: Building Principal

Effective: 02.06.19
Approved: LP

Position Objective: The Nurse works to provide assessment, screening, planning, intervention, evaluation, counseling, management and/or referrals concerning the health and medical care needs of students for the purpose of minimizing absences due to illness, maximizing educational opportunities, and creating a healthy school climate.

Essential Functions:

- Provide direct professional nursing services to students which include but may not be limited to: naso-tracheo suctioning, tracheotomy care, gastric tube care and feedings, urinary tract catheterization, medication administration, assisting and implementing health care plans, and implementing emergency health plans when needed
- Supervise and monitor the administration and self-administration of medications
- Use clinical judgement to determine a medical issue and provide care for ill or injured students
- Works collaboratively with health care providers, students, parents, school district staff and community agencies to ensure access and continuity of care for students
- Assists in the establishment and maintenance of a comprehensive school health program
- Collects information about the health development status of students for compliance with state immunization regulations and Board of Education policies
- Performs nursing assessment for students who are ill or injured; applies appropriate theory as basis for providing first aid, nursing care, intervention and referrals for those students
- Evaluates nursing care provided and changes plan of care as necessary
- Implements Board policy with respect to the exclusion and readmission of students in connection with certain infectious and contagious diseases (e.g., Tuberculosis)
- Maintains accurate records and documentation in accordance with state and federal law and Board of Education policies
- Develops individual health care plan (ICHP) when needed with specific goals, nursing diagnosis, and interventions delineating school-nursing actions unique to students' needs and for incorporation into the student's individualized educational plan (IEP)
- Intervenes as guided by the nursing care plan to implement nursing actions that promote, maintain or restore health, prevent illness and effect rehabilitation
- Serves as a member of school teams as designated health care professional (e.g., Crisis Teams, PPT, Wellness Committee, Section 504)
- Provides guidance, counseling and health education to students, parents and employees as necessary
- Reports to parents, school district personnel, physicians, clinics, and others as needed to meet student health needs

The above job description reflects the general requirements necessary to perform the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future and may be amended by the Board of Education as appropriate.

- Provides instruction and training regarding the Heimlich Maneuver, Blood Borne Pathogen training, the school district's Emergency plan, and with regard to providing care for students, including students with disabilities
- Contributes to nursing and school health through innovations in theory; practice and participation in research, including narrative and statistical reports
- Provides health education to students as requested
- Notifies the appropriate person or agency of student's injury/illness in accordance with Board policy as necessary
- Confers with parents, students and school district staff and professionals to interpret health and developmental assessments

Additional Functions:

- Performs other duties and tasks as assigned by the Building Principal.

Qualifications:

- Registered Nurse license
- Current certification in Cardio-Pulmonary Resuscitation (CPR)
- Valid Driver's license

Competencies:

- Knowledge of medical terminology, anatomy, symptoms, diagnoses, treatments, first aid, illnesses and injuries, nutrition, and related areas
- Ability to convey appropriate medical information to school district staff or medical professionals to ensure a proper maintenance in the school setting
- Ability to add, subtract, multiply and divide, and perform arithmetic operations as needed for position
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint, the Internet, Outlook, electronic mail)
- Ability to problem solve job-related issues
- Ability to work with a diverse group of individuals and students with special needs
- Ability to follow oral and written orders from supervisors, administrators, physicians, and to coordinate work with principal, teachers and others
- Ability to describe orally and in writing school health services provided, issues and concerns regarding school health
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work

Working conditions

- Mental Demands: calculating, comparing, evaluation, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting
- Physical Demands: bending, stooping, kneeling, twisting, reaching, sitting for prolonged periods of time, standing, walking, lifting a minimum of fifteen pounds, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity
- Environmental Conditions: The work is performed primarily indoors; however, outside work is required on occasion. Travel between buildings may be a requirement

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