



Community Unit School District 303

201 S. 7th Street, St. Charles, IL 60174-2664 • (331) 228-2000 • www.d303.org

Job Title: Certified School Nurse **Wage/Hour Status:** 10-month
Reports to: Executive Director Student Svcs **Pay Grade:** SCEA
Dept./School: School Based **Date Revised:** November 2023

Primary Purpose:

The Certified School Nurse functions as a member of the health care team and provides health-related services and appropriate care to those in the school community. Works in accordance with laws governing nursing in Illinois and with the mission statement and policies of the school district.

Qualifications:

Minimum Education/Certification:

- Bachelor's Degree in Nursing (BSN); Master's degree in nursing or related field is preferred
- Professional Educator License ISBE/Illinois
- Valid license to practice as a Registered Nurse in Illinois

Special Knowledge/Skills:

- Ability to adhere to the guidance from the Illinois Nurse Practice Act, pertinent regulations governing nursing practice, and standards of care established by IASN/NASN and other professional organizations
- Knowledge and skill in community health, management, and related fields
- Ability to process and communicate with stakeholders
- Flexibility in thinking and decision-making

Minimum Experience:

- 4 years of clinical experience in school nursing, and maintain certification in CPR/AED

Major Responsibilities and Duties:

- Develops plans to address identified health service needs of the district in order of priority, plans and implements programs, and provides for continuous quality assurance and evaluation using data from the initial health needs inventory as well as other indicators.
- Collaborates with community providers (i.e. Kane County Health Department (KCHD)), that address the health issues of children and youth.
- Develops and implements written policies and protocols based on the Illinois School Health Standards of Practice for Policy and Procedure Committee of the School Board.
- Creates, with the input of other SNs in the LEA, an initial health needs inventory using available demographic, health, school system, and community data
- Identifies health needs of the student population in order to establish health and wellness priorities; Collaborates with the health and wellness committee in District 303 to identify and prioritize desired outcomes

- Participates in the development of a plan for each building that includes input from all disciplines to assure timely identification of students in need of services
- Implements/facilitates computerized documentation systems at the individual student and the programmatic level to maintain student and school health information
- Provides consultation to the health education staff physical educators, and other administrative and teaching staff
- Collaborates with other school administrators and teachers to promote the physical, psychological, and social health of the student body, and a safe and healthy school environment
- Participates in interdisciplinary teams (e.g., crisis teams, child abuse, emergency planning) to ensure that integrated systems are in place that address the comprehensive health needs of the student population
- Helps to initiate protocols addressing communicable disease prevention and infection control based on current guidelines for universal precautions, prevention of bloodborne pathogens exposure, and hazardous medical waste disposal

Personnel Management

- Assumes leadership in school health with representation from such groups as school administration, faculty, students, parents, and community providers based on needs assessment

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting.

Vision: Abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Motion: Frequent movement throughout the work environment. Repetitive hand motions; frequent keyboarding, use of mouse, and occasional reaching.

Lifting: Occasional light lifting and carrying less than 25 pounds

Environment: May work prolonged or irregular hours

Mental Demands: Have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form. Ability to work with frequent interruptions and maintain emotional control under stress.

**The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.*

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.