

**AURORA WEST SCHOOL DISTRICT 129  
CERTIFIED SCHOOL NURSE – JOB DESCRIPTION**

**I. POSITION TITLE: CERTIFIED SCHOOL NURSE**

**II. STAFF MEMBER TO REPORT TO: EXECUTIVE DIRECTOR OF STUDENT AND FAMILY SERVICES AND BUILDING PRINCIPAL(S)**

**III. GENERAL RESPONSIBILITIES AND SCOPE OF POSITION:**

Provides school health and nursing services to students; conducts health histories and advises special education teams and teachers on students' health needs; supervises health assistants; oversees health records; assists in the development of accommodations for students with health issues; and is a liaison to public health department and other medical professionals. All responsibilities and scope of practice will comply with the Illinois Nurse Practice Act.

**IV. DELIVERY OF SERVICE**

Certified school nurses are expected to demonstrate the following behaviors as they are carrying out their duties:

**A. PLANNING AND PREPARATION**

1. Demonstrates Knowledge of the Nursing Process as It Relates to School Health
  - a. Displays accurate health content knowledge
  - b. Makes connections between the content and the application to the school setting
2. Demonstrating Knowledge of Individual Health Needs in a School Setting
  - a. Identifies individual student's knowledge and ability to manage health concerns
  - b. Communicates plan of action for individual students
3. Establishes Goals for the School Health Services Appropriate to the Setting and the Students Served
  - a. Sets goals for school health services that are clear
  - b. Sets goals that are appropriate to the situation and age of students

4. Demonstrating Knowledge of Government, Community, and District Regulations and Resources
  - a. Demonstrates awareness of governmental regulations
  - b. Demonstrates awareness of resources for students available through the school, district, or community
5. Plans the Health Services for Both Individuals and Groups of Students Integrates with the Regular School Program
  - a. Develops a plan for health services
  - b. Includes in the plan identified needs within a particular school setting

## **B. THE ENVIRONMENT**

1. Creates an Environment of Respect and Rapport with Students, Families, Staff, and Administration
  - a. Interacts in a generally friendly way
  - b. Demonstrates warmth, caring, and mutual respect in interactions
2. Establishing a Culture of Health Education and Wellness
  - a. Teaches the principles of health to individuals making adaptations for individuals with special needs
  - b. Seeks out opportunities to serve as a consultant relating to health topics and issues
3. Managing Health Services Procedures/Protocols
  - a. Follows school district policies for health services
  - b. Follows school district procedures for health services
4. Supervision of Health Office Staff
  - a. Enforces established guidelines with health office staff
  - b. Monitors health office staff consistently

5. Organizing Physical Space/Records Maintenance/Medication Storage
  - a. Maintains a clean and comfortable health office
  - b. Ensures essential health records are easily accessible, utilized frequently, and contain current information
  - c. Establishes a tracking system
  - d. Secures medication so that it is accessible by health service personnel only
  - e. Maintains records that are current and accurate

### **C. DELIVERY OF SERVICE**

1. Assessing Student Needs
  - a. Assesses student needs
  - b. Knows the range of student needs in the school
2. Administers Medications to Students
  - a. Ensures medications are administered by designated individuals
  - b. Makes sure signed release forms are easily located
3. Promotes Wellness Through Individual Teachings and Mandated School Screenings
  - a. Teaches current and age appropriate health knowledge in a way that results in student and family acquiring knowledge and attitudes that help adopt a healthy lifestyle
  - b. Complies with all district and state mandated screenings
4. Manages Emergency Situations
  - a. Develops plans for emergency situations
  - b. Considers many situations in the development of plans
5. Demonstrating Flexibility and Responsiveness
  - a. Makes revisions in the nursing program when needed
  - b. Seeks ways to improve the nursing program

6. Collaborates with Staff to Develop Specialized Plans and/or Services for Students with Diverse Medical Needs
  - a. Seeks opportunities to collaborate with others to extend learning
  - b. Seeks opportunities to collaborate with others to implement services and advocate for health

**D. PROFESSIONALISM**

1. Reflects on Effective Professional Practice and the Nursing Process in Health Planning
  - a. Aware of the Illinois Nurse Practice Act
  - b. Delegates tasks appropriately
  - c. Makes accurate assessments, implements effective health plan with student participation, and implements goals based on outcomes
  - d. Demonstrates understanding of medical knowledge and nursing techniques
2. Maintaining Accurate Health Records in Accordance with Policy in a Timely Fashion
  - a. Maintains health information effectively and accurately
  - b. Submits reports and documentation accurately and timely
3. Communicating with Students, Families, and Staff
  - a. Provides frequent, appropriate information to parents/staff
  - b. Communicates on a regular basis, in a timely and appropriate manner
  - c. Makes frequent efforts to engage student/family in the health development plan
4. Participates in a Collaborative Community
  - a. Works cooperatively and supports colleagues
  - b. Participates actively in professional collaborative activities
  - c. Participates and contributes to some school events or school and/or district projects

5. Grows and Develops Professionally
  - a. Participates in professional development to enhance content knowledge and pedagogical skill
  - b. Welcomes feedback from colleagues
  - c. Participates actively in sharing knowledge gained through professional development and assisting other educators
  - d. Complies with departmental initiatives that utilize technology tools
6. Showing Professionalism
  - a. Conducts interactions with colleagues, students, and the public honestly and with integrity
  - b. Participates in team or departmental decision making
  - c. Complies with school and district regulations
  - d. Maintains confidentiality

## **V. KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- Medication effects and proper administration procedures
- Proper operation of specialized health assessment instruments
- Modern medical terminology, equipment, and techniques
- Accepted methods and principle of personal hygiene
- Diagnostic methods for medical conditions and diseases
- Accepted testing techniques for hearing, vision, scoliosis, and other screenings
- Oral and written communication skills
- Interpersonal skills
- Health and safety regulations
- Record-keeping and report preparation techniques
- First aid, CPR, and AED procedures

**ABILITY TO:**

- Provide school health and nursing services to students
- Promote health and prevention education and safety
- Serve as a technical and health education resource to students, personnel, and the community
- Screen students for vision, hearing, and other problems
- Train and provide health information to parents, students, and staff
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Learn organizational operations, policies, and objectives
- Plan and organize work
- Analyze situations accurately and adopt an effective course of action
- Observe health and safety regulations
- Administer first aid, CPR, and AED
- Maintain records and prepare reports
- Operate standard office equipment including a computer
- Ability to work independently

**VI. EDUCATION AND EXPERIENCE:**

Bachelor's Degree in an approved school nursing program

**VII. LICENSES AND OTHER REQUIREMENTS:**

Valid Professional Educator License with School Nurse Endorsement issued by the Illinois State Board of Education

Valid American Red Cross Community CPR and Standard First Aid Instructor Certificate

Valid RN license in the State of Illinois

Valid Certificate for AED

**VIII. WORKING CONDITIONS:**

**ENVIRONMENT:**

- Health office environment
- May be called to sites where a student is injured or ill including the classroom, gymnasium, playground, and bus
- Subject to emergency medical situations

**HAZARDS:**

- Potential for contact with bloodborne pathogens and communicable diseases