



Certified School Nurse (CSN) Job Description

Qualifications/Previous Experience:

- Holds a valid, active license issued through the Illinois Department of Professional and Financial Regulations as a Registered Nurse
- Illinois State Board of Education Professional Educators License (PEL) with School Nurse endorsement
- IDPH Hearing and Vision Technician certification
- Experience in pediatric, special needs or school-based nursing is preferred
- Experience writing and implementing IEPs and medical services plans
- Excellent organizational, communication, and interpersonal skills

Key Responsibilities:

- Reviews records and medical assessments, and creates reports (health histories) for annual and reevaluation meetings
- Maintains, evaluates and interprets cumulative health data to accommodate the individual needs of students with a moderate to severe range of disabilities including Intellectual Disabilities, Autism, Emotional Disabilities and Multiple Disabilities that include students who are medically-fragile
- Collaborates with the team in the development of IEPs and assists in identifying health related needs for other related services
- Plans and coordinates direct professional nursing services, first aid, and emergency care for students and staff
- Instructs, provides information or seeks appropriate support for staff regarding the health needs of students for staff, school district personnel, volunteers, and agency personnel
- Continuously assesses, monitors, and evaluates student health needs
- Prepare and submit paperwork in a timely manner, including medicaid billing
- Ability to use own transportation to travel to sites throughout the MVSE Cooperative

Professionalism:

- Works cooperatively with administrators, consultants, community members, district liaisons and team members
- Provides feedback and effectively communicates with students and parents
- Follows Board of Education, district, and building guidelines and procedures
- Maintains a high level of integrity, fairness, ethical behavior and confidentiality of information regarding students, personnel and all job related matters
- Punctual, dependable & dedicated to providing a high-quality Nursing Program
- Demonstrates flexibility and teamwork by completing other tasks as assigned