

**DeKalb CUSD 428****Job Description**

**Position Title:** ESY/Summer School Nurse  
**Department:** N/A.  
**Supervisor:** Extended School Year Principal  
**Calendar:** 20 days  
**FLSA Status:** Exempt  
**Date:** February 23, 2021

**Objective**

The registered or school nurse coordinates the health program including the delivery of services to students and staff members in order to enhance health and wellness in the school community. Duties are to be performed in accordance with standards of professional school nurse practice, district/state board of education policies and procedures and Illinois State law regarding nurse practice.

**Essential Duties and Responsibilities**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensures that all actions are compliant with established Board policies as well as the mission, vision and values defined by the district and Board of Education.
2. Carries out such additional duties as required or as conditions necessitate.
3. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
4. Coordination
  - a. Implement a coordinated school health program.
  - b. Collects and analyzes epidemiological and other school health information and makes recommendations based upon statistical data.
  - c. Implement prevention programs to maintain the health, wellness and safety of the school community.
  - d. Implement the Emergency Response protocols to facilitate school safety.
  - e. Collaborate with CSN and administration to assess and implement plan to address the health and safety needs of the school environment in compliance with Occupational Safety and Health Administration (OSHA) guidelines. Implement the Bloodborne Pathogen Control Plan and other interventions as indicated.
  - f. Implement plan developed regarding communicable disease prevention and control in cooperation with local and state public health agencies.
  - g. Manages school health records in accordance with Illinois School Student Records Act, providing efficient retrieval of information and other related archival responsibilities
  - h. Act as a resource for the school nurses and school administrators regarding COVID-19.
  - i. Act as a consultant to administrators regarding positive COVID-19 cases and contact tracing during and after school hours.
  - j. Coordinate the collection of data and compile accurate and complete health reports as required by the State of Illinois and the DeKalb County Health Department.

- k. Assist with updates and implementation of written policies and procedures for the health office incorporating evidence-based research practice regarding COVID-19.
  - l. Coordinate the purchase, distribution and disinfecting of Personal Protective Equipment (PPE) needed for staff to protect against COVID-19.
- 5. Provides health related classroom instruction in collaboration with teachers and program staff.

#### 6. Clinical Practice

- a. Provides and/or delegates direct professional nursing services, first aid, illness, and emergency care to students and staff including nursing assessment identifying health problems, making referrals for diagnosis and treatment providing follow-up and evaluation, and maintaining appropriate documentation.
- b. Supervises daily activities of health office staff and operations.
- c. Provides health information and education for students, parents, and staff.
- d. Implement/supervise the medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school.
- e. Maintains accurate medical records to assure compliance with state mandate including immunizations, physical examinations, vision, dental and medical conditions.
- f. Participates and provides emergency response intervention for students and staff in the event of sudden illness or injury.
- g. Makes appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.
- h. Provide nursing services as an additional resource as needed throughout the district per in house district sub plans.
- i. Develops, implements and maintains current health care plans for students who need nursing interventions during the school day.
- j. Implementation of IEP goals and/or 504 accommodations in collaboration with CSN.

#### 7. Health Office Management

- a. Maintains a user friendly and organized health services facility conducive to confidential communication and services.
- b. Monitor health office inventory and expiration of medications and notify CSN when items need to be replenished/replaced.

## 8. Communication

- a. Maintains a user friendly and organized health services facility conducive to confidential communication and services.
- b. Monitor health office inventory and expiration of medications and notify CSN when items need to be replenished/replaced.
- c. Maintains confidentiality regarding all school and health-related issues.

## **Qualifications**

1. Registered Nurse licensure, Illinois OR Certified School Nurse
2. Current First Aid and Cardiopulmonary Resuscitation/AED program completion

## **Supervisory Responsibility**

No

## **Position TRS Eligible**

No

## **Work Environment**

This job operates in a school healthcare setting. This role requires regular walking to various locations around the school. This role also routinely comes into contact with patients who may have contagious illnesses.

## **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

## **Education and Experience**

1. Prior experience as a professional/school nurse preferred.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The physical activity of this position. <i>(Please check all blocks that apply)</i>		
<input type="checkbox"/>	A.	Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	B.	Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	C.	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
x	D.	Kneeling. Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	E.	Crouching. Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	F.	Crawling. Moving about on hands and knees or hands and feet.
x	G.	Reaching. Extending hand(s) and arm(s) in any direction.
x	H.	Standing. Particularly for sustained periods of time.
x	I.	Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
x	J.	Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
x	K.	Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
<input type="checkbox"/>	L.	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
x	M.	Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
x	N.	Grasping. Applying pressure to an object with the fingers and palm.

x	O.	Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
x	P.	Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
x	Q.	Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
x	R.	Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
<b>The physical requirements of this position. (Please check only one block)</b>		
<input type="checkbox"/>	A.	Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	B.	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
<input type="checkbox"/>	C.	Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
x	D.	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	E.	Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
<b>The visual acuity requirements including color, depth perception, and field vision. (Please check only one block)</b>		
x	A.	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
<input type="checkbox"/>	B.	The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.

<input type="checkbox"/>	C.	The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
<input type="checkbox"/>	D.	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
<b>The conditions the worker will be subject to in this position. (Please check all blocks that apply)</b>		
x	A.	The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
<input type="checkbox"/>	B.	The worker is subject to outside environmental conditions. No effective protection from the weather.
<input type="checkbox"/>	C.	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	D.	The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input type="checkbox"/>	E.	The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input type="checkbox"/>	F.	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
<input type="checkbox"/>	G.	The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	H.	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
<input type="checkbox"/>	I.	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
<input type="checkbox"/>	J.	The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
<input type="checkbox"/>	K.	The worker is required to function in narrow aisles or passageways.
<input type="checkbox"/>	L.	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

**Signatures**

This job description has been approved by all levels of management:

Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: Click or tap to enter a date.

HR Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: Click or tap to enter a date.

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.*

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: Click or tap to enter a date.