

# **Paris Cooperative High School**

## **JOB DESCRIPTION**

**Position Title:** Nurse

**Department:** Licensed Staff

**Reports to:** Principal

**FLSA Class:** Non-Exempt

**Effective Date:** 09/01/2023

### **SUMMARY**

To provide purposeful health services to district students and staff and act as a health resource person.

### **DUTIES**

1. Maintains current and accurate cumulative health records on all students.
2. Observes students on a regular basis to detect health needs, including conducting school health services.
3. Administers medications as authorized and in accordance with District policy.
4. Reports to parents, school personnel, physicians, clinics and other agencies on school medical matters as appropriate.
5. Refers students in need of medical and/or dental care as needed.
6. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases.
7. Participates in meetings related to students with administration, parents, and or special services.
8. In the absence of a physician, assumes authority for the care of students who have suffered injury or emergency illness.
9. Contacts parents if a student is injured or becomes ill while at school.
10. Assists school personnel in establishing sanitary conditions and practicing proper protocol in the school.
11. Attends committee meetings and conferences regarding health services and health curriculum as funds permit.
12. Attends IEP meetings as requested for health related issues.
13. Advises staff on modifications of educational program(s) to meet the needs of individual students based on health issues.
14. Prepares and submits reports to the principal and the Illinois State Board of Education as required. These include, but not limited to immunization, dental, vision, and Epi pen use.
15. Notifies staff annually of student concerns or issues on a need to know basis.
16. Informs teachers of student injuries requiring special arrangements.
17. Notifies coaches of an injured athlete's restrictions or ability to return to play.
18. Participates in concussion team meetings.
19. Provides staff medical and/or health training as requested. This may include diabetes, blood borne pathogens, use of Epi pens, etc.
20. Schedules AED and first aid training for coaches and staff on an annual basis. Maintains list of trained employees.
21. Develops and updates medical plans such as Asthma Plan, Emergency Medical Plan (AED), Epi Pen use, etc.
22. Develops 504 plans for students as needed.
23. Maintains AED's within the school's possession.
24. Establishes appropriate internal communications with the administration for health related issues of concern for the school.

25. Acts as liaison between home, school, community health agencies and the private medical sector.
26. Performs other duties as may be assigned by the Building Principal or Board of Education.

### **QUALIFICATIONS**

1. Must be a registered professional nurse who holds a Professional Educator License with an endorsement in school nursing.
2. Must meet any other certification requirements of the state.
3. Must have CPR and AED Certification. Certification as a Vision and Hearing Screening technician is preferred.
4. Must be familiar with the use of computers including, but not limited to, electronic mail, the Internet, word processing, and electronic spreadsheets.
5. Ability to communicate to students, parents, and staff in an acceptable/courteous manner.
6. Ability to understand and follow basic oral and written instructions.
7. Ability to function independently under state guidelines and policies without on-site supervision.
8. Ability to reason and make judgements.
9. Ability to understand meanings of words and ideas associated with them, and to transfer understandings to individuals and groups as necessary.

### **SCHEDULING**

The schedule is subject to change with district demands. Overtime is required when requested. Some on-call time may be required.