

**Tri-County Special Education Joint Agreement
Job Description**

TITLE: Certified School Nurse

QUALIFICATIONS:

1. Illinois Type 73 Pupil Personnel Service Certificate
2. Baccalaureate Degree
3. Current Registered Nurse licensure in State of Illinois
4. Current First Aid and Cardiopulmonary Resuscitation program completion
5. Experience in nursing and completion of a school health orientation program preferred
6. Illinois Certification as a Vision and Hearing screening technician
7. Computer literacy and competency in use of existing technology
8. Experience in supervision of staff
9. Experience working with Worker Compensation issues.
10. Experience in implementation of pre-employment and post injury employee health readiness programs.

REPORTS TO: Tri-County Central Building Principal

SUPERVISES:

1. Non Certified Registered Nurse working in the school

JOB GOAL:

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

TERMS OF EMPLOYMENT: 180 workdays that corresponds to Tri-County Central Calendar
6 Hours and 45 minutes per day

PRIMARY RESPONSIBILITIES:

1. Coordinate health services for Tri-County operated programs with particular emphasis for Tri-County Center.
2. Monitor immunization and physical records for all Tri-County operated classes.
3. Respond to health care needs as they might arise daily in the classroom – First Aid to staff and students

4. Review/implement or in-service teachers and teacher aides – providing health education to Tri-County students.
5. Participate in all case studies where a significant health problem is anticipated; complete health and social developmental components of re-evaluations as assigned; vision/hearing screenings yearly for Tri-County operated programs; and record information on case study evaluation. (Vision/hearing screening will take approximately 5% of staff time.)
6. Participate in all early childhood screenings which may include activities such as hearing Vision screening and referrals
7. Recommend policies as new requirements/guidelines are promulgated.
8. In-service Tri-County staff on specific health concerns and recommended interventions; i.e., Blood Borne Pathogens, vaccinations, administration of medications, seizure activity.
9. Participate in professional workshops as appropriate.
10. Attend IEP meetings when appropriate.
11. Make all appropriate staff aware of individual student health problems, as necessary.
12. Participate in the overall development/change of activities in Tri-County as they relate to student health care. Develop health care plan and emergency medical plan
13. Coordinate Worker's Compensation Claims.
14. Participate in early childhood referrals and at-risk activities. (Approximately 5% of time).
15. Supervise health related service activities in classrooms and Medicaid fee for service billing for medications, tube feedings, vision and hearing and health histories
16. Assist with coordinating new employee requirements for physical exams, TB testing, and post physical function testing. Assist in coordinating employee health clinics and CPR Certification.
17. Student home visits as needed for health histories, medical follow-up, and hearing and vision screening.
18. Communicable disease reporting to health department and education to staff.
19. Student referrals to appropriate agencies (DSCC, DCFS, Medical or Dental Provider)
20. Participate in Administrative Outreach time study each quarter.
21. Updating enrollment packets and Tri-County Center handbook yearly
22. Supervising Tri-County Head Lice program

23. Supervision of Tri-County Hearing and Vision Screening programs.
24. Complete other duties as assigned to meet institutional needs

Integration of Technology

1. Demonstrates continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.
2. Participate in the plan and design of effective learning environments and experiences supported by available software and technology.
3. Assist in the implementation of curriculum plans that include methods and strategies for applying technology to maximize student learning in health and hygiene issues.
4. Apply technology to facilitate a variety of effective assessment and evaluation of health related strategies.
5. Ability to learn and use email, school attendance program, and electronically complete and submit time sheets.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

11/07