

# DEPARTMENT OF HUMAN RESOURCES

Wilmette Public Schools

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## Nurse

### Primary Function

To provide professional nursing services in response to nursing assessment and in accordance with district and state laws, policies and procedures.

### Organizational Relationships

The nurse reports to the Building Principal and the Administrator for Student and Special Services.

### Qualifications

- Current Illinois registered nursing license.
- Bachelor's Degree in Nursing.
- Ability to visually supervise students, assess situations for safety concerns.
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public, student and co-worker relationships.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle all staff and student information with confidentiality.

### Performance Responsibilities

1. Provide emergency care or first-aid for students and staff who are injured or ill.
2. Complete CPR and emergency care course within 90 days of employment.
3. Administer medication, as delineated by Board policy; maintain needed health supplies.
4. Obtain/maintain certification for vision/hearing screening.
5. Complete vision and hearing screenings; rescreen and/or refer if indicated with appropriate follow-ups.
6. Monitor and evaluate health records (i.e., physical examinations and immunizations) for compliance with state mandates.
7. Maintain accurate health records including immunizations, physical, vision, and dental exams, emergency and other medical information.
8. Make appropriate assessment and referrals for suspected abuse/neglect of students.
9. Maintain a daily health log; complete accident report forms.
10. Provide information to building staff regarding students with health conditions and restrictions; provide staff training relative to blood borne pathogens, anaphylaxis, or emergency care.
11. Complete health histories for case study evaluations; attend team meetings as needed.
12. Report specific communicable diseases to the proper authorities and inform parents with written notices as needed; provide advice on the exclusion and readmission of students in connection with these diseases.
13. Monitor specific health problems and classroom accommodations; train to administer specialized medication, equipment, and procedures.
14. Complete attendance reports and follow up on student absences.
15. Maintain communications with certified school nurse, administration, teachers and parents.
16. Prepare all state and local reports relating to the health and welfare of the students.
17. Write and update 504 Health Care Plans as required by State mandates.
18. Complete School Nurse course as required by State mandates.
19. Maintain an updated folder for health office substitutes.
20. Participate in in-service activities planned for health service personnel.
21. Refer pupils who may be eligible for the Home/Hospital Program.
22. Maintain confidentiality regarding all school and health-related issues.
23. Participate on committees (e.g. crisis committee) as assigned by building administration.
24. Perform other duties and responsibilities as may be assigned by the Building Principal and/or the Administrator for Student and Special Services.

**Terms of Employment**

184 days. Salary and work year established by the Board of Education and Support Council Agreement.

**Evaluation**

Performance will be evaluated in accordance with the Support Council Agreement.