

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

CERTIFIED SCHOOL NURSE

Supervisor: Director of Student Support
Services
Building Administrator

FLSA Status: Exempt **Employee Group:** Certified

Qualifications:

1. Bachelor's Degree
2. Licensed as a Registered Nurse in Illinois
3. Valid Illinois Professional Educator License with School Nurse endorsement

Terms of Employment:

- Nine (9) month teacher contract unless otherwise specified
- Hourly rate for time outside of contracted day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Assist in the development and implementation of written guidelines and policies concerning the district-wide health program.
2. Assist in coordination and communication of state and district requirements regarding physical and dental examination records.
3. Provide support and training to building RN's.
4. Maintain a current record of the students with special medical problems.
5. Monitor communicable diseases district-wide in accordance to policy.
6. Administer medication, if necessary, in accordance with state laws and board policy to students and monitor its effect on students.
7. Participate, as necessary, as a member of each building(s)' diagnostic and multidisciplinary team.
8. Provide vision, hearing, and other health screenings as needed to comply with district and state regulations.
9. Consult with parents, school personnel, physicians, clinics, and other agencies on school district health matters.
10. Keep current with best practices and requirements as they relate to your job assignment.
11. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.