

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Substitute Registered Nurse

**Supervisor:** Building Administrator

**FLSA Status:** Non-Exempt

**Employee Group:** At-Will

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#### Qualifications:

1. Current Registered Nurse license in State of Illinois
2. Current First Aid program completion
3. Current Cardiopulmonary Resuscitation Program completion
4. Competency in use of existing technology

#### Terms of Employment:

- Schedule by phone or online as needed

#### 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. Provides direct nursing services to students and staff members to maximize health and wellness in the school community. All duties are performed in accordance with district/state board of education policies and procedures and state law regarding nurse practice.
2. Administers medication with appropriate documentation.
3. Participates in maintaining accurate medical records to assure compliance with state mandates including immunizations, physical examinations, and medical conditions, and related archival responsibilities.
4. Makes appropriate assessment and referrals for suspected abuse/neglect as a mandated reporter.
5. Maintain communication with the certified school nurse, teacher, other school personnel, and parents/guardians to enhance cooperative action which will meet the health and safety needs of students.
6. Completes accident/incident reports for students/staff.
7. Maintain confidentiality regarding all school and health-related issues in accordance with HEPAA laws.
8. Maintain the daily log of students/staff visits and documentation on individual health records.

9. Maintain the daily environment of the health office facility and supplies.
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.