

ATTACHMENT NO. X-B

ATTACHMENT NO. X-B: Certified Nurse

Potential motion: Move to approve the job description and posting of a Certified Nurse

Recommended action: Approve the motion.

Currently there is an opening at the UE/MS for a Nurse. School code requires our district to post for a certified nurse if the district doesn't currently staff one. That is the case for the North Boone School District. Currently we are in compliance with the state requirements for school nursing, but a law change now mandates that a certified nurse be employed by each school district if there is an opening and there is not one on staff. I am recommending the posting of a full time certified nurse to fulfill those legal requirements. This nurse would assume similar duties that are asked of our non-certified nurses currently. In addition, the certified nurse would be asked to oversee the health portions of IEP's and 504's for students. This position would also be able to assist with classroom health education. This position would be part of the NBEA and would be placed on the NBEA contractual salary schedule.

I am asking the board to approve the job description for the Certified Nurse position. The position will be posted for the 2019-20 school year.

Approximate cost: \$50,000 - \$55,000

# **North Boone**

**Community Unit School District 200**

## **JOB DESCRIPTION**

**Position/Title:** District Certified Nurse

**Reports to:** Special Education Director

**Coordinates the work of:** School Nurses

**Qualifications:**

1. Registered professional nurse licensed to practice in the State of Illinois.
2. Bachelor's or Master's degree in nursing with a Type 73 certification.
3. Certification in audiometric and vision screening, AED and CPR.
4. Strong nursing, organizational and interpersonal skills
5. Exceptional communications skills
6. Demonstrates ability for student management and collaboration for educational program development

**General Responsibilities:** To provide an effective and efficient operation of the school health services program and serve as a district resource to students, staff and parents. To coordinate the district's student health programs.

**Duties:**

1. Administers emergency care and assessments of the ill and injured as required.
2. Administers prescribed medications, according to District policy.
3. Implements health screening programs including, hearing, vision, etc.
4. Completes required health related reports for the district as required by state and federal regulations.
5. Oversees and completes necessary assessments, reports and paperwork for students with IEP's and 504's.
6. Maintains accident reports, student visit files and health records.
7. Processes accident insurance forms, etc.
8. Make referrals to outside agencies/providers where problems are beyond the scope of school service parameters.
9. Consults with administrators, building nurses, teachers and other staff regarding district and individual student issues.
10. Assists in providing Health Education to students in classroom on required and relevant health curriculum.
11. Works collaboratively with other staff to ensure individual student needs are met. Communicates with hospital/medical staff as necessary.

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12. Actively participate on various building and district teams and committees. Provide feedback and act as liaison to other building staff in creating a cohesive PK-12 program.
13. Establishes a safe atmosphere conducive to a positive learning environment. Act as role model by encouraging appropriate behaviors that lead to social, emotional and physical development.
14. Enforces and supports school policies, philosophies and objectives with students and parents. Work collaboratively with administration and colleagues to actively advocate for students and programs.
15. Participates in staff development and school improvement activities in order to maintain professional growth. Plan and incorporate best practices or new strategies.
16. Arrives on time and follows assigned duties until the end of the school day.
17. Seeks awareness and clarification of school and district rules, policies and procedures through the building principal or other appropriate administrative staff.
18. Performs other duties as assigned by the principal or designee.

Terms of employment: 187 days

Evaluation: By the Special Education Director or his/her designee with input from other administrators.