

**GLEN ELLYN SCHOOL DISTRICT 41  
GLEN ELLYN, ILLINOIS**

**JOB DESCRIPTION**

TITLE: School Nurse

CLASSIFICATION:

GEEA:

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**DISTRICT 41 EXPECTATIONS**

All District 41 employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

Teachers employed by the Board to teach in District 41 schools are subject to applicable state and federal laws and regulations, the policies and procedures of the Board of Education and the collective bargaining agreement applicable to the teacher. All aforementioned information and this job description may be amended or modified from time-to-time.

**GENERAL RESPONSIBILITIES (From Teacher Evaluation Plan)**

**PLANNING AND PREPARATION**

- Demonstrating Medical Knowledge and Skill in Nursing Techniques
- Demonstrating Knowledge of Child and Adolescent Development
- Establishing Goals for the Nursing Program Appropriate to the Setting and the Students Served
- Demonstrating Knowledge of Government Regulations and Resources, Both Within and Beyond the School and District
- Planning the Nursing Program for Both Individuals and Groups of Students, Integrated with the Regular School Program
- Developing a Plan to Evaluate the Nursing Program

**THE LEARNING ENVIRONMENT**

- Creating an Environment of Respect and Rapport
- Establishing a Culture for Health and Wellness
- Following Health Protocols and Procedures
- Supervising Health Associates
- Organizing Physical Space

**DELIVERY OF SERVICE**

- Assessing Student Needs
- Administering Medications to Students
- Promoting Wellness through Classes or Classroom Presentations
- Managing Emergency Situations
- Demonstrating Flexibility and Responsiveness

**PROFESSIONAL RESPONSIBILITIES**

Reflecting on Practice  
Maintaining Health Records in Accordance with Policy, and Submitting Reports in a Timely Fashion  
Communicating with Families  
Participating in a Professional Community  
Engaging in Professional Development  
Showing Professionalism , Including Integrity, Advocacy, and Maintaining Confidentiality

**EDUCATION AND CREDENTIALING**

- Bachelors' Degree
- All teachers must hold a valid Illinois Certification, and meet all state and federal requirements, applicable to their assignment.

**REPORTS TO AND EVALUATED BY: Certified Administrator**

Performance evaluation will occur in accordance with District 41 evaluation processes and procedures. By September 15 each year staff members will be notified of their assigned evaluator.

**WORK YEAR**

- As designated by the School District's Official Calendar for the school year.

<b><u>PHYSICAL ABILITY JOB REQUIREMENTS</u></b>	<b>Not Applicable</b>	<b>Desirable</b>	<b>Essential</b>
(SUBJECT TO THE REASONABLE ACCOMMODATION REQUIREMENTS OF STATE AND FEDERAL LAW)			
Walking or standing			<b>X</b>
Seeing			<b>X</b>
Hearing			<b>X</b>
Lifting/carrying objects weighing 5-20 lbs.		<b>X</b>	
Lifting/carrying objects weighing over 20 lbs.	<b>X</b>		
Pushing/pulling carts and dollies	<b>X</b>		
Climbing ladders and scaffolding	<b>X</b>		
Regularly working at assigned site(s)			<b>X</b>
Driving a car, van or truck on public roads or highways		<b>X</b>	
Proofreading and checking documents for accuracy			<b>X</b>
Using a keyboard to enter, retrieve or transform data			<b>X</b>
Dealing with employees, students and/or parents in high-stress situations			<b>X</b>
Conducting performance reviews with employees who report to you	<b>X</b>		
Disciplining and when necessary, discharging employees	<b>X</b>		
Working in an area that is very unpleasant due to circumstances beyond District 41's control		<b>X</b>	
Operating heavy equipment and/or performing other very hazardous duties	<b>X</b>		
Looking at computer screen/reading data on PC			<b>X</b>

By signing this, I affirm that I have received and read this document.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date