

WOODSTOCK CUSD #200 JOB DESCRIPTION (June, 2011)

TITLE: NURSE (RN) CLASSROOM

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

Education and/or Experience: Current Illinois Registered Nurse (RN) license.

Interpersonal Skills: Ability to work collaboratively and cooperatively with other staff and to promote positive team work environment. Ability to maintain a positive rapport with children and adults.

Language Skills: Ability to read, and interpret documents such as safety manuals, policy and procedure documents and operating/maintenance instruction documents. Ability to write routine reports and correspondence. Ability to effectively present information one-on-one and in small group situations to staff, parents, students and administrators.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Strong organizational skills.

Computer Skills: Computer literacy and competency skills required.

Physical Demands: *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger, handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds, and must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance and color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

The noise level in the work environment is usually loud at a standard acceptable level for this environment.

References: References must be provided.

REPORTS TO: Teacher and Building Administrator.

TITLE: **NURSE (RN) CLASSROOM**

JOB GOAL: Provide assistance to certified educational staff and to students with medical needs within the classroom.

CONDITIONS OF EMPLOYMENT: Nine month position with salary and working conditions in compliance with the Agreement between the Woodstock School Related Personnel, Local 1642, IFT/AFT, and the Woodstock CUSD #200 Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Receives direction from and cooperates with teacher on all matters pertaining to the students, including but not limited to health and educational matters.
2. Cooperates with the certified school nurse (or building RN) on all matters pertaining to the health of the students in the classroom.
3. Gives all medications to the students in the classroom.
4. Familiarizes self with and assumes responsibility for special medical care needed in the classroom, including but not limited to: Seizure Plans; G-Tubes; Skin Integrity; Trach. Care.
5. Provides for hygiene needs and positioning of students within the assigned classroom.
6. Creates a medical update annually for each student that has nursing minutes in the assigned classroom.
7. Processes and maintains student health records, including immunization and physical exam records, for all students in the assigned classroom.
8. Administers necessary first aid to students in assigned classroom, and refers all serious emergencies to the building administrator and certified school nurse (or building RN).
9. Develops positive relationships with students, parents and staff members.
10. Assists in preparing classroom activities under the supervision of the certified teacher.
11. Works one-on-one or with small groups of students to reinforce material initially introduced by the certified teacher.
12. Performs clerical duties for the teacher.
13. Assists the building nurse as needed.
14. Secures necessary medical releases in order to communicate with medical providers for individual students as needed.
15. Participates in continuous staff development activities to maintain and improve job-related skills.
16. Performs other tasks or assumes other assignments as directed by the certified teacher, building administrator, or health services coordinator.
17. Protects the confidentiality of district & office records and information unless authorized and directed by their supervisor to provide same when requested under the Illinois Freedom of Information Act.
18. Protects the confidentiality of student records and information according to Board of Education policy and regulations, Illinois Student Records Act and the Family Education and Privacy Act.

EVALUATION: Performance will be evaluated annually by the classroom teacher.

Employee Signature

Hiring Manager Signature

Date