



ROCKFORD CHRISTIAN SCHOOL

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POSITION: Elementary School Nurse

Purpose of Position: The Elementary School Nurse coordinates a school health program including the delivery of services to students and staff members that enhances health and wellness in the school community. Duties are to be performed in accordance with standards of professional school nurse practice, district/state board of education policies and procedures and Illinois State law regarding nurse practice.

Position:

- Part Time - Hourly
- Hours 8:00 a.m.-3:00 p.m.

Reports To: Nurse Manager

Evaluated By: Nurse Manager

Direct Reports: None

Qualifications:

- State licensure as a Registered Nurse
- Prior nursing experience in pediatric and/or emergency or ICU
- Current First Aid and Cardiopulmonary Resuscitation program completion
- In agreement with the Rockford Christian (RC) Statement of Faith.
- Active member/regular attendee of Bible-believing church and committed to growth in a relationship with Jesus Christ.
- Computer literacy and competency in use of existing technology

Professional Profile:

- Committed to the mission of RC: *The mission of Rockford Christian School is to challenge young people **to know Christ as Lord, apply God's truth** to all areas of life, **love others** sacrificially, and **achieve** the highest level of knowledge and skill in order to serve God & others.*
- Demonstrates consistent spiritual leadership.
- Demonstrates excellence in written and verbal communication.
- Promotes a positive environment that encourages commitment, collaboration, and performance.
- Demonstrated ability to develop strong relationships of mutual support with the constituent communities of the school.

Responsibilities:

- Manages school health records, providing efficient retrieval of information and other related archival responsibilities.
- Establishes and manages health screening programs according to state mandates and guidelines
- Ensures health office compliance with OSHA guidelines
- Participates in the development of health-related policies and procedures in compliance with state mandates and current health practices.
- Provides and/or delegates direct professional nursing services, first aid, illness, and emergency care to students and staff including nursing assessment, identifying health problems, making referrals for diagnosis and treatment, administering medication, providing follow-up and evaluation, and maintaining appropriate documentation.
- Supervises and/or provides screening and follow up for deficits in vision, hearing, growth and development, and other physical deficits.
- Maintains accurate medical records to assure compliance with state mandates including immunizations, physical examinations, and medical conditions.



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- Participates as a crisis team member and provides crisis intervention for students and staff in the advent of sudden illness or injury.
- Makes appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.