

Scott Kuffel <skuffel@dist228.org>  
To: Natalie Haugse  
Fwd: IL Freedom of Information Act Request

August 30, 2013 4:40 AM

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If you would be so kind to comply. Another BOE update!

Sent from the Geneseo 228 Supt

Begin forwarded message:

**From:** "Lisabeth M. Searing" <lsearing@iwu.edu>  
**Date:** August 29, 2013, 11:12:20 PM CDT  
**To:** skuffel@dist228.org  
**Subject:** IL Freedom of Information Act Request

Hello:

Pursuant to the Illinois Freedom of Information Act, I am requesting a copy of the job description for any nursing or health aide positions in your district.

This is not for a commercial purpose, and I am not requesting a waiver of any fees.

If possible, an electronic copy is preferred.

My mailing address is:  
Lisabeth M. Searing  
School of Nursing  
Illinois Wesleyan University  
PO Box 2900  
Bloomington, IL 61702-2900

I can be reached at 309-556-3271 or by email: lsearing@iwu.edu.

Sincerely,  
Lisa Searing

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Lisabeth M. Searing, PhD, RN  
Assistant Professor  
Illinois Wesleyan University  
School of Nursing  
lsearing@iwu.edu

TITLE: Head Nurse

QUALIFICATIONS: Valid Illinois state license to practice as RN or LPN

REPORTS TO: Superintendent

JOB GOALS: To plan, organize, and coordinate the school nurse activities for the school district to ensure a climate of health and well-being.

PERFORMANCE RESPONSIBILITIES:

1. Establishes a monthly work schedule for all school nurses.
2. Compiles the appropriate reports to the administration, Board, Henry County Health Department, and the State of Illinois.
3. Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
4. Supervises special programs including, but not limited to: height and weight; "Heart Day;" Thanksgiving, Christmas, and Easter Baskets.
5. Works with the Henry County Health Department on Immunization Clinics and dental programs.
6. Schedules and conducts meetings for the school nursing staff.
7. Attends professional meetings involving school health programs on the state and county level.
8. Acts as the liaison between faculty and school nurses in assisting with the coordination of the school nurses participation in school programs such as Kindergarten registration, Preschool screening, athletic physicals, and 7th grade CPR.
9. Maintains school nurses' records to assure that all district nurses have current certification in vision, CPR, and Illinois licenser.
10. Prepares the yearly budget for the nursing program.
11. Performs the Head Nurse duties in addition to the regular school nursing duties.
12. Assists building principals with the evaluation of their specific school nurse.

TERMS OF EMPLOYMENT: 9 month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated by the Superintendent or his/her Designee.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

Reviewed and  
Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

TITLE: Nurse

QUALIFICATIONS: Valid Illinois state license to practice as RN or LPN

REPORTS TO: Building Principal and Head School Nurse

JOB GOALS: To provide direct nursing services to students and staff members to maximize health and wellness in the school community.

PERFORMANCE RESPONSIBILITIES:

1. Conducts or assists with health service, including weight and measure, mandated vision/hearing screening, athletic physicals, and preschool screenings and referrals.
2. Assumes responsibility for selection and referral of students in need of medical, dental, vision, and hearing evaluation.
3. Maintains up-to-date cumulative health records on all students to assure compliance with state mandates including immunizations, physical examinations, medical conditions, and the related archival responsibilities.
4. Provides direct professional nursing services, first aid, illness and emergency care to students and staff in accordance with professional standards, school policy, procedures, and state mandates.
5. Maintains communication with physicians, teacher, other school personnel, and parents/guardians to enhance cooperative action which will meet the health and safety needs of students.
6. Visits student homes when necessary.
7. Participates with school staff in developing and implementing total school health program.
8. Prepares and submits reports for the superintendent and the State Board of Health.
9. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases.
10. Attends committee meetings and conferences regarding health service and health curriculum.
11. Participates in inservice training programs.
12. Administers medication with appropriate documentation as established by the District and State guidelines.
13. Completes accident/incident reports for students/staff.
14. Maintains daily log of student/staff visits with documentation on individual health records. Compiling a monthly and yearly report for administrators and School Board members.
15. Performs other specific health related duties.

Nurse (cont.)

TERMS OF EMPLOYMENT: 9 month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated by the Building Principal or his Designee.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Principal

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee