

**Griggsville-Perry CUSD #4**  
**JOB DESCRIPTION**

**Position Title:** Nurse

**Reports to:** Superintendent

**FLSA Class:** Non-Exempt

**Revised Date:** February 23, 2026

**SUMMARY**

To provide purposeful health services to district students and staff and act as a health resource person.

**DUTIES**

1. Conducts school health screenings.
2. Provides professional nursing services as defined in The Illinois Nursing Act (Ill.Rev.Stat. 1985, ch 111, par. 3405 (4)(1).
3. Identifies student health problems, make referrals for their diagnosis, treatment and remediation, and provides follow-up for each referral.
4. Recommends modification of the school programs for a student who requires a change because of a health deficit and developing health care plans when students need special physical health care procedures to be provided at school.
5. Administers and monitors medication and treatment given in school (subject to local policy regarding the administration of medication at school).
6. Acts as liaison between home, school, community health agencies and the private medical sector.
7. Participates in the identification, evaluation and placement of students into special education programs, e.g., as a referring agent, a consultant to parents, teachers, etc., and/or as a member of a multidisciplinary team pursuant to the provisions of 23 Ill. Adm. Code 226 (Special Education).
8. Assumes responsibility for identification and referral of students in need of medical care.
9. Consults with parents, school personnel, physicians, clinics, and other agencies on school health matters.
10. Maintains up to date health records on all students.
11. Observes students on a regular basis to detect health needs.
12. Assumes authority, in the absence of a physician, for the care of a staff member or student who has suffered injury or emergency illness.
13. Participates with administration and school staff in developing and implementing the total school health program.
14. Prepares and submits health data and reports as necessary.
15. Assists school personnel in establishing sanitary conditions at each building.
16. Assists in health instruction, family education, and other health topics at each building.
17. Attends committee meetings and conferences regarding health service and health curriculum.
18. Monitors any medical treatment and/or medication given to students while attending school.
19. Performs all other duties assigned by Building Administrator or Superintendent.

**QUALIFICATIONS**

1. Must be a registered professional nurse who holds a Type 73 School Service Personnel Certificate with an endorsement in school nursing.
2. Must meet any other certification requirements of the state.
3. Ability to lift and carry up to 20 lbs.
4. Ability to push/pull up to 10 lbs.

5. Ability to communicate with students, parents and staff in an acceptable/courteous manner.
6. Must have excellent oral and written communication, computer, and general office management skills to work with teachers, education support personnel, building administrators and the general public.
7. Enforce school regulations and policies in a professional manner.

### **SCHEDULING**

The work hours for this position are from 8:00 a.m. to 4:30 p.m. The schedule is subject to change with district demands. Overtime is required when requested. Some on-call time is required.