Approved 5/21/18

**EXIHIBIT A**

**Title: Nurse**

Supervisor/Evaluator: Superintendent or designee

Job Tasks/Responsibilities**:**

* Overseeing medication administration and health care procedures
* Development and implementation of healthcare plans for students
* Maintaining cumulative and daily health records on all students
* Maintaining up-to-date immunization records on all students and notifying parents/guardians of students who are not in compliance with the Illinois law
* Collecting and organizing all necessary student health data
* Providing immediate care for students and school personnel for urgent and non-urgent situations
* Being a resource person for Rankin staff and providing timely information to them concerning health related issues
* Communicating with the school community promoting best practices of health and wellness
* Assessing the school environment as to prevent injury and ensure safety
* Working cooperatively and building trust and rapport with students, parents, staff, and administration
* Routinely check and ensure AED batteries are current and operational
* All other duties as assigned considered as “other”