

***School Nurse (Full or Part Time)***  
**Beginning November 2021**

Hillel Torah North Suburban Day School, located in Skokie, Illinois, is seeking a qualified, experienced, organized, and personable School Nurse. This role can be filled by either one full time Nurse or two part time (job share) candidates for the 10 month position (mid-August through mid-June).

The School Nurse oversees the overall health program at the school and delivers direct services to students. In addition, the School Nurse oversees the implementation of COVID-19 health and safety policies including tracking and contact tracing Covid cases, works closely with the medical committee and leadership team, and keeps updated on national and local health laws and policies.

The candidate should have excellent interpersonal and communication skills and be comfortable working with a wide range of people. Experience working in a school setting and familiarity with state school health guidelines is a plus.

**Key Responsibilities:**

1. Administer first aid to students and staff.
2. Dispense medication and conduct specialized medical treatments if needed (e.g. allergies, asthma, diabetes, seizures, medically fragile, etc.).
3. Respond to emergency medical situations (e.g. falls, seizures, allergic reactions, bleeding, etc.) to provide immediate medical attention and ensure follow-up.
4. Assess the health and safety needs of the school environment and develop and administer a coordinated school health program.
5. Manage health and safety policies related to COVID-19 including tracking cases and contact tracing.
6. Manage school health records in accordance with Illinois School Students Records Act.
7. Manage health screening programs according to state mandates and guidelines.
8. Keep school health-related policies and procedures in compliance with state mandates and current health practices.
9. Purchase and maintain health supplies and equipment.
10. Provide staff training on health related subjects (e.g. CPR, first aid).
11. Provides health related classroom instruction (e.g. family life)
12. Maintain student and staff medical records to ensure compliance with state mandates including immunizations, physical examination, and medical conditions.
13. Participate in professional networks and agencies and continue professional development.
14. Maintain open communication with administrators, teachers, staff and parents/guardians.
15. Initiate contact with and act as a liaison between the home, school, community health agencies, and the private medical sector to enhance the health and wellness of the school community.
16. Maintain confidentiality regarding all school and health related issues.

**Qualifications:**

- Current Illinois State Nursing License - required
- Pediatric / School experience a plus
- PEL School Nursing Endorsement a plus

**About Hillel Torah:**

We are a dynamic and innovative Jewish private school preparing the leaders of tomorrow. Our progressive, child-centered approach promotes academic excellence in both general and religious studies. We encourage our students to develop a life-long commitment to learning and to the global community. We are located in Skokie, IL, and serve more than 400 students.

Hillel Torah is a vibrant and supportive team-oriented work environment. Salary and benefits commensurate with education and experience.

**To apply:** Send resume and cover letter to [resumes@hilleltorah.org](mailto:resumes@hilleltorah.org).