



Dr. Walter Milton, Jr., Superintendent
NOTICE OF VACANCY
May 15, 2012

TITLE OF VACANCY: Health Services Coordinator

LOCATION: Student Support Services /Graham School

CONTRACT PERIOD: 190 days

HOURS PER DAY: 7.25

REQUIREMENTS/QUALIFICATIONS:

1. School Nurse: ISBE Type 73 School Service Personnel Certificate
2. Current First Aid and CPR
3. IDPH Vision and Hearing Screening certified technician
4. Computer literacy
5. Effective communication with District staff, Parents, and general public
6. Maintain confidentiality regarding all school and health related issues- working knowledge of FERPA, HIPAA
7. Willingness to participate as an active member of the school community, representing health/wellness

SPECIFIC RESPONSIBILITIES:

1. Coordinates the job duties and assignments of certified and non-certified RNs and LPNs; schedules sub nurses
2. Keeps the appropriate District personnel informed of state/federal immunization and health requirements, thus maintaining accurate school health records in accordance with Illinois School Records Act
3. Collects data and submits it as required to ISBE through the IWAS system (immunizations, dental, etc.) and IDPH for vision and hearing screenings
4. Plans vision and hearing screenings as required by law
5. Updates Health Services website with current forms and content
6. Assesses the health and safety needs of the school environment in compliance with OSHA
7. Serves as a member of District Teams such as Child Find, obtaining, integrating, and interpreting pertinent health information about a child as it applies to learning, writing initial health plans, etc.
8. Participates in the development of health-related policies and procedures for the District, in compliance with state and mandates and current health practices, using best practices in school nursing
9. Other duties as assigned

FILING DATE DEADLINE: May 23, 2012

EFFECTIVE DATE: First Contractual Day of 2012-2013 190-Day Calendar

SALARY: In accordance with the current SEA negotiated agreement.

SELECTION PROCEDURE: Application - Interview(s)- Selection

BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance – Teachers' Retirement System

Please refer application and resume to:

Dr. Alexander Ikejiaku, Director
Human Resources
Springfield Public Schools
1900 West Monroe Street
Springfield IL 62704
Telephone: 217-525-3006

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