

SPRINGFIELD PUBLIC SCHOOL DISTRICT 186
1900 West Monroe – Springfield, Illinois 62704
Jennifer Gill, Superintendent
NOTICE OF VACANCY

JUNE 12, 2018

TITLE of VACANCY: Reg. Nurse, non-certified, 1 on 1 (i.e., no Type 73 School Service Personnel Certificate)

LOCATION: LTBD

CONTRACT PERIOD: 180 Days – 1 year only

REPORT TO: Building Principal

WHO MAY APPLY: RN with minimum preparation of a Bachelor's Degree wanting to provide direct nursing services to students and staff members to maximize health and wellness in the school community. All duties are performed in accordance with the District, Illinois State Board of Education policies and procedures and state law regarding nurse practice.

REQUIREMENTS/QUALIFICATIONS:

1. Bachelor's degree Registered Nurse with current Illinois Licensure
2. Certified and current in C.P.R.
3. Variety of previous nursing experience
4. Ability to communicate and maintain good working relationships with parents and employees of District 186
5. Excellent organizational, clerical and technology skills

RESPONSIBILITIES:

1. Provides care for students with special needs, including participation in educational planning meetings, specifically providing care for a student with a tracheostomy and ventilator
2. Accompanying student to and from school on bus (8 hour work day)
3. Provides first aid assistance, including but not limited to diabetes and asthma
4. Assists with collection and maintenance of health records and data
5. Administers medication according to school district policy
6. Maintains open communication with the Health Service Coordinator, relaying messages as directed to teachers, other school personnel, and parent/guardians in order that a cooperative action will meet the health needs of pupils
7. Maintains confidentiality regarding all school and health-related issues
8. Other duties as assigned

FILING DATE DEADLINE: Until Filled **APPOINTMENT DATE:** August 16, 2018

SALARY/BENEFITS: Based upon level of education

SELECTION PROCEDURE: Application, Interview, Selection

Please refer all communication to: Gina McLaughlin-Schurman
Director of Human Resources
1900 West Monroe
Springfield, IL 62704
217-525-3006

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