

SPRINGFIELD PUBLIC SCHOOL DISTRICT 186

**1900 West Monroe - Springfield, Illinois 62704
Jennifer Gill, Superintendent**

NOTICE OF VACANCY

TITLE OF VACANCY: RN, Non-Certified One on One (No Type 73 School Service Personnel Certificate)

DATE: December 14, 2018

LOCATION OF POSITION: Lee School

DAYS PER YEAR: 194 (includes 14 paid holidays) Remainder of School Year

HOURS PER DAY: 7

WHO MAY APPLY: RN with current Illinois licensure 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 District / State Board of Education policies and procedures and state law regarding nurse practice.

REPORTS TO:

Health Services Supervisor and School Nurse Coordinator

REQUIREMENTS:

1. RN with current Illinois Licensure
2. Certified and current in C.P.R., willing to become CPR Instructor
3. Experience in nursing
4. Ability to communicate and maintain good working relationships with parents and employees of District 186
5. Excellent organizational, clerical and technology skills
6. Willing to complete training for Illinois certification as a Vision and Hearing screening technician

SPECIFIC RESPONSIBILITIES:

1. Provides direct professional nursing services and emergency care to students and staff in response to the nursing assessment and in accordance with professional standards, school policy and procedures, and state and local mandates
2. Participates in the development and implementation of requested student health histories and student health plans
3. Assists with collection and maintenance of health records and data
4. Conduct vision and hearing screening as directed
5. Administers medication according to school district policy
6. Maintains open communication with the Certificated School Nurse, 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: January 4, 2019

APPOINTMENT DATE: January 23, 2019

SALARY: Based Upon Level of Education

SELECTION PROCEDURE: Application, Interview, Selection

BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Holidays

Please refer application and resume to:

**Gina McLaughlin-Schurman
Director of Human Resources
1900 West Monroe
Springfield, IL 62704**

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