



Jennifer E. Gill, Superintendent

NOTICE OF VACANCY
Special Education Extended School Year
May 3, 2021

TITLE OF VACANCY: Certified School Nurse

LOCATION: Lee School

ESY CONTRACT PERIOD: June 8 – July 2, 2021

HOURS: 5.5 hours per day

REPORTS TO: ESY Coordinators

***Note: This position is contingent upon IEP determinations for summer services.**

REQUIREMENTS/QUALIFICATIONS:

1. Professional Educators License (Type 73 certificate) and/or RN certified preferred
2. Certified and current in CPR
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
6. Illinois certificate as a Vision and Hearing screening technician or willingness to complete program.

JOB DESCRIPTION RESPONSIBILITIES:

1. Provides care for students with special needs, including participation in educational planning meetings.
2. Provides first aid assistance, including but not limited to diabetes and asthma
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 Health Service Coordinator, relating 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

EFFECTIVE DATE: June 8, 2021

SALARY: \$31.32 per hour

SELECTION PROCEDURE: Application, Interview, Selection

Please refer all communication to:

Gina McLaughlin-Schurman
Director of Human Resources
1900 W Monroe
Springfield IL 62704
217/525-3006

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