



DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

**NOTICE OF VACANCY
SUMMER SCHOOL
APRIL 22, 2022**

TITLE OF VACANCY: Jump Start Prekindergarten Nurse

LOCATION: Early Learning Center

REPORTS TO: Program Administrator

Program Dates: June 23 & June 24- Professional Development Days,
Program runs from June 27- July 22, 2022 (No School July 4th)

Program Times: 8:30am-12:30pm

REQUIREMENTS/QUALIFICATIONS:

1. Experience as a school nurse
2. Excellent verbal and written communication skills
3. Strong organizational skills
4. Strong problem solving skills
5. Strong written and verbal communication skills
6. Computer literacy, including SPS intranet, Google Drive, Microsoft Word, Excel, and copy machine

RESPONSIBILITIES:

1. Demonstrate positive interpersonal interaction with adults and students
2. Maintain good attendance and be punctual for the duration of the program
3. Track COVID-19 cases and inform teachers and Administration of student absences
4. Notify administration and staff of students with specific medical needs
5. Keep records of students daily meds (communicate with families and administer medication)
6. Work independently and as part of a team
7. Communicate effectively with students, parents, staff, and the public.
8. Other duties as assigned.

Job Types: Part-time, temporary

Salary: \$32.26 per hour (School Nurse certified RN)

\$30.20 per hour (sub non-cert RN with Bachelor's degree 20+) \$27.44 per hour
(non-cert RN with Associate's degree)

\$18.20 per hour (sub LPN)

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