

NOTICE OF VACANCY

DATE: August 4, 2021

TITLE OF VACANCY: LPN Health Clerk

LOCATION: TBD - Travel

HOURS PER DAY: 7.25

DAYS PER YEAR: 194 (Includes 14 paid holidays)

REPORTS TO:

Health Services Coordinator

REQUIREMENTS:

1. LPN or RN with current Illinois Licensure
2. First Aid knowledge
3. Must be certified in C.P.R.
4. Ability to communicate and maintain good working relationships with parents and employees of District 186
5. Excellent organizational, clerical and technology skills
6. Valid driver's license

SPECIFIC RESPONSIBILITIES:

1. Performs COVID testing procedures using approved technique (Training provided)
2. Accurately documents testing results into database in designated time frame
3. Follows universal precautions during testing process and appropriately disposes of contaminated items
4. Appropriately communicates test results to parent / guardian and designated building staff
5. Maintains confidentiality regarding all school and health-related issues
6. Assists with symptom monitoring and contacts parent of symptomatic students
7. Provides first aid assistance
8. Assists with weekly, monthly and annual reports
9. 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
10. Perform clerical duties such as: checking for parent permission for COVID testing, data entry, duplicating, filing, and preparing files, folders, rosters, health protocols, etc. utilizing appropriate technology
11. Administers medications according to school district policy and under the supervision of a R.N. on a limited basis when requested to do so or in a medical emergency.
12. Other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

Until Filled

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$20.37 Per Hour

(Step 1 of 2021-2022 Salary Schedule)

BENEFITS: Personal and Sick Leave - Medical

Insurance - Life Insurance - Illinois Municipal Retirement
- Paid Holidays

SELECTION PROCESS: Application, Interview, Selection and Physical as Per Local 15 Contract

HOW TO APPLY: go to www.sps186.org/humanresources and click on classified vacancies, follow online instructions
OR

Refer application and resume to:

Gina McLaughlin-Schurman, Assistant Superintendent of Human Resources
Springfield Public Schools District 186
1900 West Monroe Street
Springfield, IL 62704
217-525-3006

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER