



## NOTICE OF VACANCY

**DATE:** January 12, 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:** \$19.78 Per Hour

(Step 1 of 2020-2021 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](http://www.sps186.org/humanresources) and click on classified vacancies, follow online instructions  
OR

**Refer application and resume to:**

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

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