

NOTICE OF VACANCY

DATE: August 2, 2021

TITLE OF VACANCY: CNA

LOCATION: To Be Determined

HOURS PER DAY: 7.25

DAYS PER YEAR: 194

REQUIREMENTS/QUALIFICATIONS:

1. Certified Nursing Assistant with current Illinois Licensure
2. Must be certified in C.P.R.
3. Ability to communicate and maintain good working relationships with parents and employees of District 186
4. Excellent organizational, clerical and technology skills
5. Completion of BinaxNOW testing training or willing to complete

SPECIFIC RESPONSIBILITIES:

1. Performs COVID testing procedures using approved technique
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. Monitors quarantine area as directed
8. Perform clerical duties such as: data entry, duplicating, filing, and preparing files, folders, rosters, etc. utilizing
9. appropriate technology
10. 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
11. Assist feeding/toileting of students who require care as needed
12. Assist with student self help skills as needed
13. Other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

Until Filled

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$14.93 Per Hour (2021-2022)

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

SELECTION PROCESS: Application, Interview, and Selection

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

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