

NOTICE OF VACANCY

DATE: March 22, 2019

TITLE OF VACANCY: RN, Non-Certified One on One (No Type 73 School Service Personnel Certificate)

LOCATION: Lee School

HOURS PER DAY: 7

DAYS PER YEAR: 194 (Includes 14 paid holidays) Remainder of School Year

REQUIREMENTS/QUALIFICATIONS:

WHO MAY APPLY: RN with current Illinois licensure wanting to provide direct nursing services to students and staff members to maximize health and wellness in the school community. All duties are performed in accordance with District / State Board of Education policies and procedures and state law regarding nurse practice.

REPORTS TO:

Health Services Supervisor and School Nurse Coordinator

REQUIREMENTS:

1. RN with current Illinois Licensure
2. Certified and current in C.P.R., willing to become CPR Instructor
3. Experience in nursing
4. Ability to communicate and maintain good working relationships with parents and employees of District 186
5. Excellent organizational, clerical and technology skills
6. Willing to complete training for Illinois certification as a Vision and Hearing screening technician

SPECIFIC RESPONSIBILITIES:

1. Provides direct professional nursing services and emergency care to students and staff in response to the nursing assessment and in accordance with professional standards, school policy and procedures, and state and local mandates
2. Participates in the development and implementation of requested student health histories and student health plans
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 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
7. Maintains confidentiality regarding all school and health-related issues
8. Other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

Until Filled

APPOINTMENT DATE:

Upon Board Approval

SALARY: Based Upon Level of Education

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

SELECTION PROCESS: Application, Selection, Agility test, 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, Director of Human Resources
Springfield Public Schools District 186
1900 West Monroe Street
Springfield, IL 62704
217-525-3006

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