



NOTICE OF VACANCY

DATE: September 18, 2023

TITLE OF VACANCY: RN/Non-Certified or LPN, One-on-One with Student (i.e., No Type 73 School Service Personnel Certificate)

LOCATION: Marsh Elementary School

HOURS PER DAY: 7.25

CONTRACT PERIOD: 194 Days (One year Only)

REPORTS TO: Building Principal

WHO MAY APPLY: RN with minimum preparation of an Associate's Degree or Licensed Practical Nurse 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 the District, Illinois State Board of Education policies and procedures and state law regarding nurse practice.

REQUIREMENTS/QUALIFICATIONS:

1. Associate's Degree Registered Nurse with current Illinois licensure or Licensed Practical Nurse
2. Certified and current in C.P.R.
3. Variety of previous nursing experience
4. Ability to communicate and maintain good working relationships with parents and employees of District 186
5. Excellent organizational, clerical and technology skills

RESPONSIBILITIES:

1. Provides care for students with special needs, including participation in educational planning meetings, specifically providing care for a student with a tracheostomy and ventilator
2. Accompanying student to and from school on bus (8 hour work day)
3. Provides first aid assistance, including but not limited to diabetes and asthma
4. Assists with collection and maintenance of health records and data
5. Administers medication according to school district policy
6. Maintains open communication with the Health Service Coordinator, 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 (23-24)

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

SELECTION PROCESS: Application, Interview and Selection 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

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