



KEENEYVILLE SCHOOL DISTRICT #20

5540 Arlington Drive E. • Hanover Park, Illinois 60133
Telephone: 630-894-2250 • FAX: 630-894-5187 • www.esd20.org

Notice of Vacancy

School Nurse

Full Time Position

Assignment: Waterbury Elementary School with LPN Supervision duties for Greenbrook Elementary School.

Description

The school nurse assumes responsibility for assisting in the administration of the Health Services as described in the Keeneyville School District 20 policy manual; the Illinois State Board of Education guidelines; and the rules and regulations of the Illinois Department of Public Health.

Qualifications:

- RN
- Valid CPR, First Aid and AED certification
- Type I Diabetes Survival Skills

Responsibilities:

- Administer first aid as necessary.
- Administer medications as prescribed.
- Perform medical procedures as prescribed.
- Exercise discretion in maintaining confidentiality.
- Keep all staff informed of current student medical conditions.
- Complete and maintain all health records and required reports.
- Participate in special health care services training as appropriate.
- Complete health histories for District 20 elementary school and early childhood students as directed.
- Maintain and order health supplies as required.
- Supervise Health Assistant (LPN) for Greenbrook Elementary School
- Other duties as assigned by Waterbury School Principal

Calendar/Benefits: 181 Day Calendar, Health, Dental and Life Insurance, IMRF Pension

Reports To: Building Principal

Classification: Non-certified

Salary Range: \$21.00 to \$24.00 per hour commensurate with qualifications and school experience

Start Date: August 10, 2016

To be considered for this position, please complete an application online at:
<http://www.generalasp.com/ndep/onlineapp>