



Maine Township High School District 207

Dr. Kenneth Wallace
Superintendent

Administration Center
1177 South Dee Road
Park Ridge, Illinois 60068-4398

May 13, 2019

POSITION VACANCY MAINE WEST HIGH SCHOOL HEALTH OFFICE REGISTERED NURSE

TERM/HOURS

- July 30, 2019 – May 29, 2020
- 37.5 hours per week - 7:30 a.m. to 3:30 p.m.

QUALIFICATIONS

- Current registration in the state of Illinois, as a registered professional nurse;
- Ability to assess physical complaints and symptoms;
- Ability to recognize a potential crisis situation and to intervene in a professional manner;
- Ability to function in a professional manner (independently and calmly) at all times;
- Excellent communication skills;
- First Aid/CPR certification;
- Experience in vision/hearing screening. Preferably the applicant has experience in a professional environment similar to a high school Health Office, e.g., occupational health, emergency room nurse, or a community medical care center.

RESPONSIBILITIES AND DUTIES

- Work under the direct supervision of the certified school nurse to facilitate health care to the students.
- Re-admit students who have been absent three (3) or more days and facilitate/implement any special measures needed to transition them back into the school setting, e.g., extended time pass, physical education excuse, medical limitations form, elevator key, special memos to teachers.
- Screen students' physical complaints and follow-through with appropriate interventions, e.g., educate them regarding their problem and methods for better care; discuss complaint with parent; facilitate dismissal home or to a medical facility, if condition warrants.
- Work with the school social worker to assess physical symptoms resulting from physical and/or sexual abuse.
- Work with the school social worker to assess physical conditions which may present stressful situations for students.
- Work with special education staff to support students with disabilities who have medical needs.

(continued)

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Health Office Registered Nurse

- Assist in maintaining the inventory of supplies.
- Administer and record prescribed medications given to students.
- Maintain ongoing, daily communication with the school nurse.
- Write daily nursing notes on all services/interventions provided and communications about all student who are assisted.
- Other duties as assigned.

SKILLS REQUIRED

- Health assessment skills;
- First Aid - including cardio-pulmonary resuscitation (CPR) and use AED's;
- Communication skills;
- Vision-hearing assessment skills;
- Health counseling skills.

SALARY & BENEFITS

- \$41,923 – \$73,345 annually, based on experience;
- Medical & dental insurance;
- IMRF pension – employees vested after 10 years of employment;
- 13 paid holidays;
- Paid term life insurance policy equal to annual base salary;
- 12 sick days.

TO APPLY

- Complete an online application at www.generalasp.com/D207/onlineapp/

As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.