

MADISON COMMUNITY UNIT SCHOOL DISTRICT #12
602 FARRISH STREET
MADISON, ILLINOIS 62060
(618) 877-1712
www.madisoncusd12.org

TO: Qualified Applicants
FROM: Dr. Warletta C. Brookins, Superintendent
DATE: March 19, 2018
RE: **DIRECTOR OF HEALTH SERVICES**

Projected Starting Date--- July 1, 2018

MINIMUM QUALIFICATIONS:

1. Valid State of Illinois license to practice as a Registered Nurse
2. Baccalaureate Degree
3. Current First Aid and Cardiopulmonary Resuscitation program completion
4. Illinois Certification as a Vision and Hearing Screening technician
5. Computer literacy and competency in use of District's existing technology
6. Prior professional nursing experience, preferably in pediatric, adolescent community and mental health nursing and health program management
7. Excellent written and verbal communication skills
8. Ability to work well with administration, faculty, students, and parents
9. Ability to supervise, organize and direct the work of staff

REPORTS TO: Superintendent

JOB GOAL: To promote health and prevent disease of children and youth, thereby, enabling them to attain their full potential as individuals.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Responsible for ensuring District compliance with all state and federal laws and regulations related to the delivery of health services to students.
2. Conducts and/or supervises school health services including assessing or administering physical examinations and immunizations and other health screening i.e. hearing and vision.
3. Trains, instructs and supervises LPN personnel in all aspects of their job duties.
4. Confers with appropriate personnel and administrators regarding medical care of students and staff.
5. Directs and assigns work schedules to all LPN personnel in accordance with workloads and available staff.

6. Evaluates the performance of all LPN employees and submits the evaluative information to the Superintendent
7. Serves as the immediate supervisor for all LPN employees and responsible for responding to all employee grievances filed at the immediate supervisor level.
8. Responsible for taking corrective disciplinary action against all LPN employees including, but not limited to issuing verbal warnings, written reprimands, and recommending Superintendent action to suspend with or without pay and recommending Board action for dismissal.
9. Orders supplies and materials and maintains appropriate records.
10. Observes students to detect health needs.
11. Maintains up-to-date cumulative health records on all students.
12. Coordinate referrals to private healthcare providers.
13. Cares for students or staff members who have suffered an injury or emergency illness.
14. Administers first aid in accordance with established first aid procedures.
15. Gathers necessary medical history information on students with special needs.
16. Assists in protecting the health and safety of students and personnel.
17. Ensures that students have proper examinations and immunizations.
18. Reduces student/personnel exposure to communicable disease and other health and safety problems and works to ensure a healthy school environment.
19. Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
20. Confers with students, parents, school personnel, physicians, clinics, and other agencies on school health and medical matters.
21. Prepares and submits reports as required by the school and/or district.
22. Authorized exclusion and re-admission of students with infectious and contagious diseases.
23. Attends in-service training programs.
24. Report suspected child abuse cases as required by statute and district policy.
25. Cooperates with school staff in establishing policies and procedures for providing emergency care for illness and/or injury occurring while student is under jurisdiction of the school.
26. Participates in the review of accident reports and confers with school personnel to assure corrective action.
27. Promotes effective communication between community, health professions, and the school.
28. Joins and participates in activities of professional nursing, health, and educational organizations.
29. Continues to pursue educational studies to maintain and improve the professional level of performance.
30. Other duties as assigned by the Superintendent.

ESSENTIAL PHYSICAL REQUIREMENTS

1. Must be able to lift, push or pull up to 20-40 pounds on a regular repetitive basis.
2. Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis.
3. Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.

EVALUATION: Superintendent shall evaluate the RN's performance annually.

TERMS OF EMPLOYMENT: The Board of Education shall establish the work year, hours, salary and benefits for this position. This position is "supervisory" and exempt from inclusion in a bargaining unit in accordance with the *Illinois Educational Labor Relations Act*, 115 ILCS 5/2(g). This position is non-certified and enrolled in the Illinois Municipal Retirement Fund (IMRF).

Contact person--- Dr. Warletta C. Brookins, Superintendent
sybil.banks@madisoncusd12.org
Madison CUSD #12
602 Farrish Street
Madison, IL 62060
Phone :(618) 877-1712 Ext. 6500
Fax: (618) 877-2690

Please submit:

District application (available on district website)

Resume

Three Letters of Reference

Proof of Certification(s)

All interested applicants, please respond in writing no later than 3:30 p.m., Friday, March 23, 2018.

Madison CUSD #12 does not discriminate on the basis of race, color, sexual orientation, national origin, gender or disability.