



Carbondale Elementary School District No. 95

ADMINISTRATIVE OFFICE
1150 E. Grand Avenue, Suite 2
Carbondale, IL 62901
618.457.3591 FAX ~ 618.457.2043



Janice Pavelonis
Superintendent

POSITION NOTICE LPN Nurse

CERTIFICATION: Must hold an Illinois LPN license.

POSITION DESCRIPTION: This position manages the school health program and serves as a health resource to both staff and students. This position provides nursing services, performs screenings, administers medicines, maintains accurate records, and acts as a resource on all school health matters.

SALARY: Hourly rate of \$23.10

CONTACT: Brooke Kensler, Director of Special Education
Carbondale Elementary School District #95
1150 E. Grand Ave., Suite 2
Carbondale, IL 62901
(618) 457-3591
ATTN: LPN Nurse

POSTED: June 6, 2024

APPLICATION PROCESS: Online applications will be accepted until position is filled. Only online applications will be accepted and are available on our website at www.ces95.org/employment.

Carbondale Elementary School District is an Equal Opportunity Employer

Board of Education

Catherine Field, President	Markida Roper, Vice President	Corey Cawthon, Secretary
Tarnisha Green	Imani McHenry	Stacye Saunders
		Aimee Wigfall

CARBONDALE ELEMENTARY SD #95

JOB DESCRIPTION

Position Title: Nurse
Department: Health Services
Location: To be determined
Reports to: Director of Special Education
FLSA Class: Non-Exempt
Effective Date: August 14, 2024

SUMMARY

To provide purposeful health services to district students and staff and act as a health resource person.

DUTIES

1. Conducts school health screenings.
1. Provides professional nursing services as defined in The Illinois Nursing Act (225 ILCS 65).
2. Identifies student health problems, make referrals for their diagnosis, treatment and remediation, and provides follow-up for each referral.
3. Recommends modification of the school programs for a student who requires a change because of a health deficit and developing health care plans when students need special physical health care procedures to be provided at school.
4. Administers and monitors medication and treatment given in school (subject to local policy regarding the administration of medication at school).
5. Acts as liaison between home, school, community health agencies and the private medical sector.
6. Assumes responsibility for identification and referral of students in need of medical care.
7. Consults with parents, school personnel, physicians, clinics, and other agencies on school health matters.
8. Maintains up to date health records on all students.
9. Observes students on a regular basis to detect health needs.
10. Assumes authority, in the absence of a physician, for the care of a staff member or student who has suffered injury or emergency illness.
11. Participates with administration and school staff in developing and implementing total school health program.
12. Prepares and submits health data and reports as necessary.
13. Assists in health instruction, family education, and other health topics at each building.
14. Attends committee meetings and conferences regarding health services.
15. Monitors any medical treatment and/or medication given to students while attending school.
16. Performs any other duties that may be assigned by administration.

QUALIFICATIONS

1. Must be a registered LPN.
2. Must meet any other certification requirements of the state.
3. First Aid and Healthcare Provider CPR Program Completion.
4. Prior nursing experience required, preferably in a school setting.
5. Illinois Vision and Hearing Technician Certification preferred.
6. Bilingual (English & Spanish) skills preferred.
7. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

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8. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
9. Enforce school regulations and policies in a professional manner.
10. Ability to maintain good working relationships with fellow employees and pupils.
11. Must be able to lift up to 50 lbs.
12. Must be able to carry up to 25 lbs.
13. Requires employee to have the ability to push/pull up to 26 lbs.

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