

**PLEASE POST  
GRANITE CITY C.U.S.D. #9  
Granite City, Illinois**

BULLETIN: 11 – 2024-2025

TO: All Staff

FROM: Human Resources

RE: **Possible Open Position(s) for 2024-2025**

DATE: February 26, 2024

The following extracurricular position(s) may be available for the 2024-2025 school year:

**Health Services Department Head – Granite City School District**

If you are interested in this position, please submit your request and qualifications in writing by **3:30 p.m., Monday, March 4, 2024.**

Correspondence should be directed to:

Granite City Community Unit School District 9  
Jim Parker, Executive Director of Human Resources and Recruitment  
Human Resources Department  
Administrative Offices  
3200 Maryville Rd.  
Granite City, IL 62040

Applicants may **also e-mail their resume and letter of interest** to Jim Parker at [jim.parker@gcsd9.net](mailto:jim.parker@gcsd9.net)

**AN EQUAL OPPORTUNITY EMPLOYER**

## **GCSD9 JOB DESCRIPTION**

**Title:** Health Services Department Head

**Reports to:** Executive Director of Educational Operations

**The following list of duties is not all-inclusive, but intended to give an overview of this position.**

### **Specific Functions:**

1. Assist with coordination of health services for the district.
2. Coordinate nursing duties of each school.
3. Arrange, set up and make an agenda for monthly nursing meetings when the school schedule allows time for meetings.
4. Coordinate and help deliver mandated health related in-services for staff.
5. Communicate to all district nurses regarding completion of mandated yearly state reports.
6. Coordinate yearly health office supply orders with nurses and Executive Director of Educational Operations.
7. Be a district resource for health related topics and keep administration current with new information relating to schools.
8. Keep nurses informed of policy updates related to their area of expertise.
9. Assist other buildings with nurse coverage as needed
10. Works with outside agencies (Dental Safari, MCHD, Vision and Hearing Services, SWIC Student Nurses, etc.)

**Employment Agreement:** The signature below indicates that I have read and understand my duties. I have been provided a personal copy for my own records and convenient referral. An annual performance evaluation will coincide with my duties as outlined herein. I fully agree to faithfully perform any and all such duties assigned to me.

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Employee Signature

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Date