

Position: Nursing Secretary

Job Summary: To provide direct nursing administrative services to students and staff members to maximize health and wellness in the school community. To support District 90 Nurses by assisting with data collection and entry of required student health information. To obtain the Illinois Department of Public Health (IDPH) Hearing and Vision Screener Certifications and collaborate with the nursing team to conduct required student hearing and vision screenings. To provide students and staff with basic first aid. All duties are performed in accordance with district/state board of education policies and procedures, as well as state law regarding nurse practice. **190-day contract**

Qualifications:

1. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
2. Ability to complete databases, spreadsheets, and word processing skills.
3. Pleasant personality and appropriate appearance.
4. Knowledge of necessary secretarial skills.
5. Good command of the English language.
6. Ability to work with and in the presence of children.
7. Be discreet and physically able to assist when needed.
8. Have basic knowledge of first aid and health room practices.
9. Must have confidentiality a priority.
10. Obtain/maintain IDPH Hearing and Vision Screener Certifications.

Reports to: Building Principal and District Certified School Nurse

Responsibilities:

- Typing and basic computer skills.
- Data collection and entry of required student health information maintains and distributes various reports.
- Conduct hearing and vision screenings of students and maintain accurate and up-to-date records.
- Maintain positive public relations.
- Duplicating tasks.
- Maintains accurate files and records.
- Maintains Student Management software.
- Assists students as necessary.
- Answers telephone and intercom.
- Greet and assist visitors.
- Supervise students when required.
- As outlined in medication guidelines, administer minor first aid and assist with health room procedures when necessary.
- Other duties as assigned

Benefits:

- The O'Fallon Support Personnel Federation Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to make a positive impact on the lives of students.