

## **Job Posting: School Nurse / Main Office Administrative Assistant**

**District:** Ohio Community Grade School #17 and Ohio Community High School #505

**Location:** Ohio, IL

**Position Type:** Full-Time (~10 months)

**Start Date:** July 2026

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### **Position Summary**

Ohio Community Grade School #17 and Ohio Community High School #505 are seeking a dedicated and versatile professional to serve as a **School Nurse / Main Office Administrative Assistant**. This hybrid role is essential to supporting student health, safety, and well-being while ensuring the efficient daily operation of the school office. The ideal candidate is student-centered, highly organized, and able to balance clinical responsibilities with administrative duties in a small school environment.

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### **School Nurse Duties:**

- Provide direct care to students, including first aid, illness assessment, and emergency response
- Administer medications and maintain accurate health records in compliance with state requirements
- Monitor immunizations, physicals, and required health screenings
- Support students with chronic health conditions through individualized care plans
- Serve as a liaison between families, healthcare providers, and school personnel
- Ensure compliance with guidance from the Illinois Department of Public Health
- Complete annual vision and hearing screenings

### **Main Office Administrative Assistant Duties:**

- Serve as the first point of contact for students, families, and visitors
  - Manage phone calls, correspondence, and front office operations
  - Maintain student records, attendance, and enrollment documentation
  - Provide clerical and organizational support to school administration
  - Assist with reporting requirements aligned with the Illinois State Board of Education
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## Qualifications

### Required:

- Current Illinois Registered Nurse (RN) or Licensed Practical Nurse (LPN)
- Current CPR/AED certification
- Strong interpersonal, organizational, and technology skills
- Ability to maintain confidentiality in accordance with FERPA

### Preferred:

- Illinois Professional Educator License (PEL) with School Nurse endorsement
- Previous experience in school nursing, healthcare, or office administration
- Familiarity with state reporting systems and school operations

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## Compensation & Benefits

- Salary commensurate with experience and qualifications
- Benefits package in accordance with district policy

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## Why Join Our District?

- Small, supportive school environment with strong community connections
- Opportunity to make a meaningful impact across multiple aspects of student life
- Collaborative staff committed to student success

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## Application Process

Interested candidates should submit:

- Letter of interest
- Resume
- Proof of licensure and certifications
- Three professional references

### Submit application materials to:

Jason Wilt, Principal, [jwilt@osd17.com](mailto:jwilt@osd17.com)