

# **Notice of Vacancy**

## **Salem Community Schools**

**Position:** Nurse Assistant

**Responsibility:** Deliver limited health services to students and staff  
Work under the supervision of the head nurse and principal  
Dispense medication to students  
Assist in reviewing and maintain school health records  
Other responsibilities as assigned

**Qualifications:** High school diploma  
Reliable person with exceptional communication skills  
LPN, EMT training, or CNA training preferred  
Knowledge in the medical field  
Ability to work with students in grades K-12  
Ability to work collaboratively with staff, parents and community  
Pass criminal history check  
Willingness to learn and/or receive training as needed

**Salary:** Based on experience (non-certified fringe benefit schedule)

**Effective Dates:** April 1, 2019

**Posting Date:** March 4, 2019

**Closing Date:** March 15, 2019

**Application Packet:** Application materials must include:  
(1) Completed SCS Application  
(2) Letter of Application  
(3) Current resume

**Contact:** Lynn Reed, Superintendent  
Salem Community Schools  
500 N. Harrison Street  
Salem, IN 47167