

OPENING FOR REGISTERED PROFESSIONAL NURSE (SCHOOL)

Application deadline: Until filled

DISTINGUISHING FEATURES OF THE CLASS: This is professional nursing position involving responsibility for giving care to students and for performing related nursing services such as pupil health screening and notification of defects and communicable disease control requiring judgment and skills. The work is performed under the general direction of a School Physician or administrator. Supervision may be exercised over the work of clerical assistants or Teacher Aides. Does related work as required

EXAMPLES OF WORK: The nurse position includes the following duties and other duties as assigned by administration:

- Assists the School Physician in physical, visual, and auditory screening examinations of students and employees;
- Prepares, maintains and updates cumulative health records for school records and authorities;
- Facilitates communicable disease control;
- Identifies and assesses student health needs, assists in implementing services, evaluating care which impacts student learning or achievement or safety;
- Evaluates school related injuries and completes district insurance forms;
- Conducts scoliosis, hearing and vision screening, and assists with physical exams;
- Advises parents of poor attendance, tardiness and need for additional medical attendance;
- Dispenses medication as ordered by physician and requested by parent in accordance with NYS Law;
- Orders, inventories and oversees the storage of first aid and related health supplies and equipment;
- Acts as liaison between physician, faculty, administration, student and parents when there is a health problem;
- Administers first aid and emergency treatment to students and employees;
- Assists at school immunization clinics;
- Participates on the school safety committee, crisis response team, and other committees for emergency management and health and safety;
- Participates on CSE/504 committees as needed, and is a member of multi-disciplinary committees to interpret medical objectives on IEPs and or 504 plans;
- Arranges to transport sick or injured students or employees to hospital, home, doctor's, or dentist's office in cases of emergency;
- Inspects the school plant, playground, and cafeteria and reports on general safety and sanitary conditions;
- Orders, inventories, and oversees the storage of first aid and related health supplies and equipment;
- Consults with teachers and staff members concerning student attendance and a variety of health factors related to nonattendance and communicable disease; and
- Prepares records and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application; working knowledge of materia-medica, dietetics, sanitation, and personal hygiene; skills in the application of nursing techniques and practices; ability to understand and follow technical, oral, and written instructions; ability to keep records and make reports; ability to get along well with students, teachers, parents, and others; ability to carry out successfully the measures prescribed; ability to plan and supervise the work of sub-professional and non-technical personnel; good observation; mental alertness; emotional stability; sympathetic attitude toward the sick; good moral character; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

Completion of a course of study approved by the New York State Education Department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENT: Possession of a New York State Registered Professional Nurse's license. Appointees will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their ability to meet the transportation needs of the job.

Revised: September 29, 2021

Adopted by Board of Education: October 4, 2021

APPLY

- A letter of interest;
- A completed application found at www.bhpanthers.org;
- Fingerprint clearance through NYS (Identogo);
- Three letters of reference.
- Submit application materials to:
Sally Kohl, District Clerk, Belleville Henderson Central School District
8372 County Route 75
Adams, NY 13605

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