Eden Central School District
District Office

DATE: November 21, 2019

POSITION: School Nurse
6.75 Hours per day; 10 Month position, and additional summer hours

JOB REQUIREMENTS: Current License as a Registered Professional Nurse in NYS
Current certification in C.P.R. and A.E.D.

RECOMMENDED QUALIFICATIONS: Experience in pediatric and/or community or public health nursing. Experience as a school nurse is preferred.

DUTIES: As per attached

LOCATION: Eden Middle and High School

SALARY: As per CSEA Contract - $22.08 per hour

EFFECTIVE DATE: December 5, 2019

APPLICATION: Any person who is qualified for, and interested in being a candidate for the position must submit, in writing, a letter of application, a résumé and any other supporting documents to:

Mrs. Shawn Johnson
Eden Central School District
3150 Schoolview Road
Eden, NY 14057

On or before November 27, 2019.

Sandra Anzalone
Superintendent

As an Equal Opportunity Employer, the Eden Central School District does not discriminate on the basis of race, color, age, sex, religion, national origin, marital status, disability, or status as a disabled or Vietnam era veteran.
JOB DESCRIPTION

Position: School Nurse

Performance and Responsibilities:

- Develops policies, procedures and work standards for school health program in collaboration with other district school nurse staff.
- Monitors compliance of school health program with federal, state and local laws, regulations and policies.
- Manage program allotment efficiently.
- Prepares health reports for supervisor, board of education and health department.
- Collaborates with other child-support agencies and school personnel to provide for students in crisis or at risk.
- Provides first aid care and medically prescribed services.
- Maintains security of school health supplies.
- Instruct students in health education.
- Service as a resource person on health issues.
- Provides staff development on health-related topics for school staff and volunteers.
- Screens and conducts health appraisals for students and staff.
- Provides follow-up evaluations on students as required.
- Recommends corrective action where problems are identified.
- Conducts home visits when appropriate.
- Corresponds with parents on health needs of children.
- Records immunizations, health findings, and other relevant health data.
- Maintains the highest level of confidentiality.
- Other related duties as assigned.
- Maintains duties and responsibilities under supervision of Director of Pupil Personnel Services.

Knowledge, Skills and Abilities

- Considerable knowledge of medical disorders and treatment.
- Considerable knowledge of child growth and development.
- Working knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies.
- Working knowledge of Federal, State, and Local laws and regulations affecting the delivery of school health services.
- Some knowledge of the school organization and the community served.
- Ability to identify abnormal growth and development and symptoms of disease.
- Ability to coordinate and facilitate services between the school, local health agency, and other community resources.
- Ability to develop and maintain health records on students.
- Ability to develop positive working relationships.