

December 3, 2024

ANNOUNCEMENT OF ANTICIPATED VACANCY

POSITION: School District Nurse

AVAILABLE: January 2, 2025

DUTIES: Providing direct health services to students and staff including but not limited to:

- Provides care for student and staff illness and accidents, including bus accidents. Makes phone/written contact to parents in communicating information relating to a student's medical status and changes in medical status.
- Provide nursing care and assist with physical screenings and sports physicals to students; assess students.
- Administer first aid and emergency treatment to students and employees.
- Arranges to transport sick or injured students or employees to hospital, home, doctor or dentist's office in case of emergency.
- Administering and securing all prescribed medications with signed consent of parent and doctor.
- Develops individual health care plans and modifications for students with special health care needs.
- Working with families to improve their understanding of their child's health needs and concerns. Act as a liaison between school, home and medical providers/facilities in the comprehensive and coordinated provision of medical services as they impact a student's performance in school.
- Prepares and maintains accurate cumulative health records for school authorities.
- Consults with teachers building administrators and staff members concerning a variety of health factors related to non-attendance.
- Promoting a healthy school environment by monitoring immunizations and ensuring appropriate exclusion for infectious illnesses. Assist at school immunizations clinics when scheduled.
- Acting as advocate and consultant on health-related issues.
- Contributing to the school health program through communication and collaboration with school staff, parents, students, and community resources.
- Reporting appropriate health records and communicable diseases as required by law.
- Communicating clearly and proactively with parents, staff, and medical personnel on student illnesses to ensure all faculty have relevant information on the student body. Monitoring compliance of health forms, and documenting nurse visits accurately and in a timely fashion.
- Contributing to the development of school health policies, including: health office organization, training for faculty and staff, and other areas as needed.

- Collaborating with faculty around field trips, to include preparation of first aid bags and preparing health alerts.
  - Inspects the school plant, playground and cafeteria and reports on the general safety and sanitary conditions.
  - Provide materials and/or resources upon request confidentially to any student, parent or staff regarding where and how to find available substance use related services.
  - Back Pack Program Coordinator.
  - Orders, inventories and oversees storage of first aid and related health supplies and equipment.
  - Other assigned duties as related to the position.
- **QUALIFICATIONS:** The qualified candidate will possess the following:
    - RN license issued by the New York State Education Department preferred, LPN license will be considered;
    - Pass fingerprint/background check by New York State Education Department;
    - A working knowledge of pharmacology, nutrition, sanitation and personal hygiene;
    - Knowledge of school health programs such as immunization and other requirements;
    - Ability to understand and follow technical, oral and written instructions;
    - Ability to get along well with students, teachers, parents and others

**REPORTS TO:** Building Administrators and Superintendent

**WORKS WITH:** Students, staff, faculty, administration, parents and community

**SALARY:** Approximately \$44,126 - \$56,296 (Salary will be commensurate with prior experience in NYS schools.)

**DEADLINE:** December 17, 2024

**APPLICATIONS:** **Resumes may be submitted through OLAS or send letter of interest, resume, transcripts, references and copies of certificate to:**

Adam Heroth, Superintendent  
 OESJ CSD  
 44 Center St.  
 St. Johnsville, NY 13452

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