

**Randolph Academy UFSD
VACANCY NOTICE
School Nurse**

Position: RN School Nurse
(1 year probationary period)

Supervisor: Dr. Mary Pauly, Principal

Hours: 8:00 a.m. – 3:15 p.m., per contract

Rate of Pay: Per Collective Bargaining Agreement

Location: Randolph Campus

Starting Date: August 1, 2019

Duties: Per Assignment
(see attached job description)

Requirements: Must possess NYS Registered Nurse Certification

Posting Date: May 9, 2019

Persons interested in the above position should submit a letter of interest, resume, certification and application to:

www.applitrack.com/caboces/onlineapp/

For Information: www.randolphacademy.org

JOB DESCRIPTION

1998

1.13
1 of 2

School Nurse

TITLE: SCHOOL NURSE

GENERAL STATEMENT OF DUTIES:

Performs professional nursing services at one or more schools in the maintenance of acceptable health standards, school health records and the emergency treatment of student and employee health problems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is a 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. This position differs from the certificated position of School Nurse-Teachers in that there is no responsibility for either classroom instruction or guidance involved. The work is performed under the general direction of a school physician or school nurse-teacher. Supervision may be exercised over the work of clerical assistants.

EXAMPLES OF WORK: (Illustrative only)

- 1) Assists the school physician in physical, visual and auditory screening examinations of students and employees;
- 2) Administers first aid and emergency treatment to students and employees;
- 3) Prepares and maintains health records for school authorities;
- 4) Assists at school immunization clinics;
- 5) Arranges to transport sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency;
- 6) Inspects the school plant, playground and cafeteria and reports on general safety and sanitary conditions;
- 7) Orders, inventories and oversees the storage of first aid and related health supplies and equipment;
- 8) Consults with attendance teachers, staff members and school nurse-teachers concerning a variety of health factors related to non-attendance and communicable diseases;
- 9) Prepares records and reports as required.

(Continued)

JOB DESCRIPTION

1998

1.13
2 of 2

School Nurse

TITLE: SCHOOL NURSE (Cont'd.)

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application; working knowledge of dietetics, sanitation and personal hygiene; skill 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; firmness; initiative; cheerfulness; patience; emotional stability; sympathetic attitude toward the sick; good moral character; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment.

PERFORMS RELATED DUTIES AS REQUIRED OR ASSIGNED.