COVINGTON INDEPENDENT PUBLIC SCHOOL DISTRICT

POSITION VACANCY

POSITION:                        SUBSTITUTE SCHOOL NURSE, R.N.

SCHOOL/PROGRAM:         DISTRICT WIDE

DATE POSTED:

APPLICATION DEADLINE:

QUALIFICATIONS:

* Current license (R.N.) in the State of Kentucky or proof of temporary work permit from Kentucky Board of Nursing.
* Four-year degree from an accredited university.
* One year comprehensive nursing experience.
* Valid Kentucky driver’s license.

KNOWLEDGE OF:

* First aid, CPR and nursing practices and procedures.
* Various health-screening practices, procedures and techniques.
* Oral and written communication skills.
* Record-keeping techniques.
* Policies and objective of assigned program and activities.
* Interpersonal skills using tact, patience and courtesy.
* Health and safety regulations.
* Contagious diseases.

ABILITY TO:

* Administer first aid according to established procedures.
* Conduct variety of health screenings.
* Prepare and maintain accurate student medical records.
* Make referrals and perform follow-up.
* Maintain medical equipment in proper working condition.
* Understand and follow written prescriptions.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain current knowledge of technological advances in the field.
* Complete work with many interruptions.
* Determine appropriate action within clearly defined guidelines.
* Observe health and safety regulations.

JOB GOAL:

* Fill in for School Nurse and administer first aid according to established procedures; dispense medication; and/or assist with paperwork including health records, immunizations, etc.

PERFORMANCE RESPONSIBILITIES:

* Administers CPR, first aid or nursing care for accidents, seizures, preventive medicine and other educational-related medical problems to students and school employees as needed.
* Conducts height, weight, vision, hearing, scoliosis and other health screenings as required; and observes students on a regular basis to detect health needs.
* Refers students to appropriate personnel, resources or clinics and follows-up as necessary.
* Maintains health records and medical logs; updates immunization and student records as needed; prepares and submits periodical medical reports for appropriate organizations or District personnel and assures compliance with established laws and regulations.
* Dispenses and retains medication and performs medical treatment in accordance with physician’s instructions within District guidelines.
* Communicates with various community health agencies and civic organizations to exchange information, and obtains student needs such as medication, glasses, hearing aids and clothing as needed.
* Provides information and makes recommendations to principals, substitutes, teachers and parents regarding health issues of students.
* Maintains stock of first aid supplies; assures medical equipment is in proper working condition; orders supplies and equipment as needed.
* Participates in screening for health defects and sanitary conditions in schools.
* Maintains current knowledge of medical advances and information, public health issues and treatment procedures.
* Completes work with many interruptions.
* Participates in in-service training programs.
* Performs other assignments consistent with the position assigned as may be requested by the immediate supervisor and/or Superintendent of Schools.

RESPONSIBLE TO:                  Health Services Director

CONTRACT:

SALARY:

APPLICATION PROCEDURE:

* Complete the online application at:  [http://www.covington.kyschools.us](http://www.covington.kyschools.us/).
* Complete the Classified application.
* Please direct questions about the online application process to Judy Pascarella at judy.pascarella@covington.kyschools.us or 859-392-1014.

For information regarding the position contact Janice Wilkerson at janice.wilkerson@covington.kyschools.us or Jennifer Fowee at jennifer.fowee@covington.kyschools.us

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