

**Haverhill Public Schools
Haverhill, Massachusetts 01830**

Anticipated Opening
Announcement of Position

Haverhill Public Schools is a diverse environment and is proud to be an equal opportunity employer. All qualified candidates will receive consideration

Title of Position: **SCHOOL NURSE (RN) AND
SCHOOL NURSE (LPN)
FULL TIME**

DESE Certified RN's preferred

Work Year: August to June

Effective Date
of Employment: 2022-2023 School Year

Organizational Relationship
or Line of Authority: Directly responsible to the Superintendent of Schools and
or his/her designee and the School Nurse Leader

Statement of Duties:

- Promote and maintain optimal physical and emotional health of students.
- Provide emergency care and first aid in cases of injury and sudden illness.
- Maintain health records and document pertinent information.
- Maintain confidentiality of student's medical issues.
- Review medical records for students
- Notify parents of illnesses and accidents, which occur during school hours and fill out appropriate accident forms.
- Administer medications and treatments prescribed by Doctor as necessary. Treatments may include but is not limited to: g-tube feedings, suctioning, and positioning.
- Assess and evaluate the students' health as necessary.

- Assess pertinent family history and home situation factors.
- Inform teachers and staff regarding medical issues that may affect them.
- Is a member of the Building Crisis Response Team
- Counsel students, parents, and school personnel, and plan action for eliminating, minimizing, or accepting health problems.

Qualifications:

- Minimum of two (2) years full time or equivalent part time paid experience as a registered nurse in a recognized public school or public health agency.
- Bilingual Preferred.
- Must possess a current, valid *Registered Nurse License* issued by the Massachusetts Board of Registration.
- Licensed by the Department of Elementary and Secondary Education as a *School Nurse - Preferred*
- Must be CPR certified.
- Knowledge of present-day public health nursing practice including its underlying principles and techniques.
- Must be able to function independently, prioritize, have good organization skills and be able to multitask.
- Physical Requirements: Ability to move in and out of office, classrooms, buildings, and up and down stairs. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Strength to lift and/or carry materials/items/persons weighing up to 75 pounds with assistance as the students may need positioning.
- Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate and acceptable.

Closing Date for Receipt

of Application:

Until Filled

School Spring Posting #:

#4108103

**Address all Applications and
Letter of Intent to:**

School Spring (Preferred)

or

Haverhill Public Schools

Human Resource Department

4 Summer Street - Room 104

Haverhill, MA 01830

An Equal Opportunity Employer

The Haverhill Public Schools is an Equal Opportunity Employer and is in compliance with Federal regulations prohibiting discrimination in employment on the basis of race, color, religion, national origin, age, gender, gender identity or expression, sexual orientation, or disability.