

PLEASE POST

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**PERSONNEL VACANCY NOTICE**

**GARY COMMUNITY SCHOOL CORPORATION**

900 Gerry St  
Gary, IN 46406

M. Jones-Henderson, Executive Director  
Human Resources Department

Dr. Paige McNulty, Emergency Manager

**POSITION:**           **School Nurse**

**SALARY:**           **To Be Determined**

**REPORTS TO:**      **Principal/Special Populations**

**PURPOSE STATEMENT**

To provide nursing services to students and staff in a manner that will maximize the attainment of their full health potential.

**ESSENTIAL FUNCTIONS**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Uses the nursing process to collect, interpret, and record information about the health, developmental, and educational status of students to determine a nursing diagnosis and develop health care plans.
- Implements and monitors a system for the provision of health and emergency services.
- Communicates with parents and collaborates with others to facilitate the continuity of services and care.
- Coordinates health services with families, other school programs, in-school professionals, school-based resources, and community-based resources.
- Creates and maintains a continuous health program for all students through implementing and monitoring health services in accordance with laws, regulations, and standards of practice.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

**SUPERVISORY RESPONSIBILITIES**

Nurse's Aide.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles of learning and appropriate teaching in health education.
- Individual and group counseling to students and staff in health related matters.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Act as a resource to students, families, staff and the community regarding health services, health education, and a healthy environment.
- Establish and maintain effective working relationship with employees, students, parents, and the public.

### **EDUCATION AND EXPERIENCE**

Baccalaureate Degree in Nursing preferred. 5 years of successful nursing experience. Demonstrate effective verbal and written communication skills.

### **CERTIFICATION**

Indiana Registered Nurse License required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Testing**

Drug Testing

### **Required Testing**

Background Clearance

## **METHOD OF APPLICATION:**

**An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:**

Gary Community School Corporation  
[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)  
Click on "Employment & Staff"  
900 Gerry Street  
Gary, IN 46406

**EQUAL OPPORTUNITY EMPLOYER**