

# Town of Agawam

**36 Main Street Agawam, Massachusetts 01001-1837**

**Tel. 413-786-0400 Fax 413-786-9927**

## **SUBSTITUTE SCHOOL NURSE TOWN OF AGAWAM**

**The substitute nurse provides nursing services in a school setting on an as needed basis. MA RN license is required salary is \$31.76 per hour. Applications are being accepted in the Personnel Office, 36 Main St. Agawam Monday-Friday 8:30 am – 4:30 pm. The Town of Agawam is an equal opportunity, affirmative action employer and is strongly and actively committed to diversity within its community.**

## **SUBSTITUTE SCHOOL NURSE**

### **PRIMARY RESPONSIBILITY**

Provides professional public health nursing services, as they apply to the school population on an as needed basis. The services are performed in the public school system, under the direction of the School Nurse Coordinator and Health Director.

### **ESSENTIAL FUNCTIONS**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

The substitute nurse is responsible for providing nursing services in the school health clinics in the absence of the school nurse.

- Provide care for illness or injury occurring in school.
- Maintain accurate and up-to-date health records for each student.
- Assess and evaluate health and developmental status of pupil in order to make a nursing diagnosis and to establish priority for action.
- Administer medications to pupils in accordance with 105 CMR 210.00.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Knowledge of the methods and techniques of general nursing care and their relation to medical and surgical practice of material medical, dietetics, sanitation and personal hygiene.
- Knowledge of methods and techniques used in the prevention of communicable diseases.
- Knowledge of the principles and practices of public health nursing and applicable public health laws.
- Some knowledge of the scope and aspects of the student health education program.
- Some knowledge of the functions of other health and social agencies and their relationship to the student health program.

- Ability to establish and maintain effective working relationships with students, parents and teachers.
- Ability to understand and carry out detailed instructions of a technical or professional nature.
- Ability to interpret and explain health laws and regulations.
- Ability to keep records and make reports.
- Good physical condition.

### **REQUIRED EDUCATION AND EXPERIENCE**

- Experience in school or public health nursing.
- Completion of an accredited course of training for nurses, including or supplemented by courses in public health nursing or any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the essential job functions.
- Possession of a current license as a Registered Nurse issued by the Commonwealth of Massachusetts.
- Possession of an up to date CPR Certification.

*(This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*