



Sonoita Elementary School District # 25

Elgin School

23 Elgin Road
Elgin, Arizona 85611
(520) 455-5514 Fax (520) 455-5516

Mary Faley, Superintendent
Melissa Paul, Executive Secretary

Applications are being accepted for the position of School Nurse.

START DATE: As Soon As Possible

HOURS OF WORK: Full-time; 10 months

APPLICATION DEADLINE: Open until filled

STARTING SALARY: Up to \$50,000 depending on experience. This position is grant funded through June 30, 2023. Additional funding will be sought to continue the program beyond the 2022/23 school year.

MINIMUM QUALIFICATIONS:

Education, Licensure, Experience, Clearances and Certification:

- ◆ RN – Current and unencumbered license.
- ◆ BA Preferred
- ◆ Current CPR certification
- ◆ Current Arizona Fingerprint Clearance Card
- ◆ Maintain Arizona driver's license
- ◆ Such other qualifications as the district governing board finds desirable and acceptable.

Essential Job Functions:

- ◆ Supervise and administer health screenings and write referrals for health services.
- ◆ Develop and monitor health plans for students including individualized school health plans, emergency health plans and transportation health care plans.
- ◆ Audit health records for immunization status of all students and notifies parents of deficiencies and recommend immunizations.
- ◆ Serve as a health resource person for students, staff, and parents.
- ◆ Provide emergency health care for students and staff.
- ◆ Maintain health records of all students.
- ◆ Comply with the policies of the school, district, and state laws relative to the administration of medicine to students.
- ◆ Function as a key member of the team involved in educational referrals and participate on behavioral health, crisis and safety teams as needed.
- ◆ Prepare and/or distribute health and safety information to students, staff and parents as needed.
- ◆ Work with parents, health care providers and others for the improvement of health services available to students.
- ◆ Assist in conducting research activities to improve the school health program.
- ◆ Alert school administrators to community health trends and problems.
- ◆ Establish and maintain effective working relations with co-workers, vendors, students, parents, the public and others having business with the school/school district.
- ◆ Operate a personal computer utilizing a variety of software applications.
- ◆ Make independent and timely nursing decisions and triage.
- ◆ Collect data to direct evidence-based practice.
- ◆ Record accurately services rendered and interpret and explain records, reports, activities, health care plans, accommodations, and medical interventions.
- ◆ Perform other duties as directed by the Superintendent/Principal.

Please send resume packet to:

Heidi Gonzales

Email – hgonzales@elgink12.com

Phone – (520) 455-5514, ext. 304

Fax – (520) 455-5516

Mail – 23 Elgin Road

Elgin, AZ 85611

Dated: 03/22/2022

Closing Date: Until Filled