

Posted: May 18, 2022
Updated: June 7, 2022

Position:

Substitute Nurses RNs & LPNs – Satsuma City Schools (Classified)

Qualifications:

Please review the attached job description for qualifications.

Salary:

Based upon the current salary schedule approved by the Satsuma City Board of Education at <https://www.satsumaschools.com/Page/3247>.

Application Procedure:

You may apply by completing the attached application. Please submit your application to the contact person at the address below. For more information, you may contact:

Kristi Threlkeld
Satsuma City Schools
220 Baker Road
Satsuma, AL. 36572
(251) 380-8200
kthrelkeld@satsumaschools.com

Deadline:

Minimum of 7 days or until position is filled.

It is the official policy of the Satsuma City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin or age, be denied employment or be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity.



Satsuma City Schools

Application for Employment

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Qualifications

List any qualifications, certifications, etc. that you feel increase your value as a candidate for employment:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____



TRADITION. VISION. INNOVATION.

Job Title – Registered Nurse (HR31)

Supervisor: Principal, Lead Nurse
Supervises: Licensed Practical Nurse
FLSA Status: Exempt

Job Goals:

To direct and provide healthcare services, health education, and healthcare information to maximize student achievement in the school system.

Minimum Qualifications:

1. Possess and maintain a valid license from the Alabama Board of Nursing to practice as a registered nurse.
2. Preferred pediatric/community health nursing experience.
3. Possess and maintain any other certificate required by state law.
4. Possess and maintain a valid BLS/CPR Card.
5. Possess and maintain a valid Alabama driver's license and the ability to have access to appropriate transportation to meet job requirements.
6. Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
7. Knowledge of effective procedures and practices for vision, hearing and other appropriate health screening activities.
8. Knowledge of and experience with principles and theories of adult learning for effective staff development and in-service activities.
9. Knowledge of current general medical and pediatric nursing practices.
10. Ability to demonstrate effective leadership skills in group settings.
11. Demonstrated proficiency in oral and written communication skills.
12. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
13. Ability to organize, maintain and report data and information related to health services.
14. Ability to use computers or other technology needed to perform job responsibilities.
15. Knowledge of school system functions, departments, personnel and schools necessary for the efficient and effective processing of communications, requesting of needed information and implementation of the school nursing programs.
16. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced work environment.
17. Ability to travel between the schools throughout the school system.
18. Ability to identify and solve problems as a productive team member.
19. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
20. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
21. Ability to be punctual and in regular attendance.
22. Such alternatives to the above qualifications as the Board may require.

Performance Responsibilities and Essential Functions:



TRADITION. VISION. INNOVATION.

Job Title – Registered Nurse (HR31)

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Assists the administrator and school staff in developing school health programs.
3. Aids in primary prevention and control of communicable diseases.
4. Delegates, supervises and implements training programs for designated unlicensed personnel in the administration of medications and the operation of healthcare equipment (AEDs, etc.)
5. Supervises designated licensed personnel in the performance of invasive procedures.
6. Participates in planning and implementing student health plans (504, IEPs, food allergy plans, etc.)
7. Visits students' homes when necessary.
8. Assists school personnel in maintaining environmental standards in school.
9. Speaks to PTA, parent or civic groups, and faculty groups as requested.
10. Works with community agencies to provide improved health services.
11. Participates in professional organizations and educational programs.
12. Administers first aid in accordance with established first aid procedures.
13. Instructs teachers on screening students for health problems.
14. Serves as a liaison between health professionals and the school system regarding the health needs of students.
15. Reports child abuse and neglect to the Department of Human Resources.
16. Recommends exclusion and readmission of students in compliance with Board policy on infections and contagious diseases/conditions.
17. Provide effective in-service education on health-related topics for school system personnel.
18. Coordinates and implements health screenings mandated by state law. (spinal screening, vision, hearing, etc.)
19. Maintains appropriate confidentiality regarding school/workplace matters.
20. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
21. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
22. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
23. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
24. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
25. Uses effective collaboration skills to work as a productive team member.
26. Serves on school system committees, tasks forces, and representatives groups as required.
27. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
28. Reports absences and takes leave in accordance with Board policies and procedures.
29. Performs any other job-related duties as assigned by Supervisor(s).

Terms of Employment: Nine month position in accordance with the Board's salary schedule.

Evaluation: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.



TRADITION. VISION. INNOVATION.

Job Title – Licensed Practical Nurse (HR30)

Supervisor: Lead Nurse, Principal(s)

FLSA Status: Non-Exempt

Job Goals:

To assist in providing services that work toward the good health and wellness of students and the improvement of health conditions in general.

Minimum Qualifications:

1. Valid license from the Alabama Board of Nursing designating Licensed Practical Nurse.
2. Current BLS/CPR card.
3. Preferred (2) years' experience in hospital or community health setting.
4. Valid driver's license and the ability to have access to appropriate transportation to meet job requirements.
5. Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
6. Demonstrated proficiency in oral and written communication skills.
7. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
8. Knowledge of current general medical and pediatric nursing practices.
9. Proficient in assessing vision and other appropriate health screening activities and programs (such as immunization audits).
10. Ability to establish and maintain effective working relationships with students, parents and school faculties.
11. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, highly intensive work environment.
12. Ability to identify and solve problems as a productive team member.
13. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
14. Ability to be punctual and in regular attendance.
15. Such alternatives to the above qualifications as the Board may require.

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Provides nursing care for students requiring special health procedures.
3. Refers parents, students, teachers, health agencies, and individuals for health counseling to the assigned RN.
4. Maintains proper and accurate documentation.
5. Contacts principal and appropriate health agencies regarding crisis situations in the school, including child abuse, threatened suicide and accidents.
6. Assists students with medications according to approved procedures.
7. Administers first aid in accordance with established first aid procedures.
8. Adheres to rules and regulations.
9. Assists the RN in screening programs and school programs including spinal screening, vision, and hearings screenings, immunization audits, etc.
10. Demonstrates initiative in the performance of assigned responsibilities.



TRADITION. VISION. INNOVATION.

Job Title – Licensed Practical Nurse (HR30)

11. Participates successfully in the training programs offered to increase skill and proficiency related to assignments.
12. Keeps supervisor informed of potential problems or unusual events.
13. Serves on school/system committees as required or appropriate.
14. Exhibits interpersonal skills to work as an effective team member.
15. Demonstrates initiative in identifying potential problems or opportunities for improvement.
16. Prepares all required reports and maintains all appropriate records.
17. Maintains appropriate confidentiality regarding school/workplace matters.
18. Works cooperatively and productively with supervisor(s) and other system staff to ensure the system's vision, goals and strategies are implemented and providing all pertinent data to all appropriate personnel within the designated time frame.
19. Engages in professional growth and demonstrates professional ethics and effective leadership.
20. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
21. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
22. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
23. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
24. Uses effective collaboration skills to work as a productive team member.
25. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
26. Reports absences and takes leave in accordance with Board policies and procedures.
27. Performs any other job--related duties as assigned by Supervisor(s).

Terms of Employment:

Nine month position in accordance with the Board's salary schedule.

Evaluation:

Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.