

Houghton Lake Community Schools

Elementary School Nurse



TITLE: School Nurse, Collins Elementary School

REPORTS TO: Principal

JOB FUNCTION: The School Nurse shall prioritize maximizing the health, safety, and medical well-being of Collins Elementary School students

DISTRICT DESCRIPTION: Houghton Lake Community Schools has approximately 1,100 students and is located in the center of the Lower Peninsula in northern Michigan. Our families enjoy the benefits of living in an area thriving on tourism as most of our district surrounds beautiful Houghton Lake. We have about 100 school of choice students from outside of the district and county. Currently, 17% of our students qualify for special education services.

The District has two preschool classrooms with additional preschools available within the community. There is one PreK-6th grade elementary school, one 7th-12th grade junior/senior high school and extensive alternative education opportunities. Career and technical education opportunities are available as well as several Advanced Placement and Dual Enrollment college courses.

DUTIES AND RESPONSIBILITIES: The nurse will...

- provide direct professional nursing services, first aid, illness and emergency care to students in response to and in accordance with professional standards, school policies and procedures, and state and local mandates
- administer medication as required by IEP and 504 plans, and maintain accurate medical records to ensure compliance with state and school mandates including immunizations, physical examinations, and medical conditions and the related archival responsibilities in MCIR, and reports to the local health department
- make appropriate assessment and referrals for suspected abuse/neglect as a mandated reporter and collaborate with other school staff and administration
- communicate with teachers, case managers, social workers, other school personnel, and parents/guardians of Collins Elementary School to enhance cooperative action, which will meet the health and safety needs of our students
- other duties as assigned

PROFESSIONAL QUALIFICATIONS:

Required:

- Associates degree or Bachelor's degree in Nursing, RN
- Certification as a school nurse, OR begin certification process once hired

- Must possess physical ability to perform all required work
- Maintain a professional relationship with supervisors, staff, parents, students and the public
- Ability to work 40 hours per week

Preferred:

- Previous work experience in a school, or pediatric setting
- Bachelor Degree in Nursing
- Current BLS - CPR certification

OTHER INFORMATION:

185 day calendar (school year calendar plus five working days as determined by Administration)

Salary range \$40,000 - \$45,000, based on experience

Benefits available per the Non-Affiliated Employee Group

APPLICATION PROCEDURES:

Interested candidates should submit a letter of interest and current resume and apply via Applitrack by going to our website: www.hlcsk12.net. On the district home page select "Employment Opportunities" and click on "Applitrack" to complete the application process.

cc: Building Principals
HLEA

Houghton Lake Community Schools is an equal opportunity employer that will not discriminate based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state, or local law, in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent at Houghton Lake Community Schools, 4433 W. Houghton Lake Dr., Houghton Lake, Michigan 48629 or call (989) 366-2000.