P 10/11 107

PRESTON COUNTY SCHOOLS
731 Preston Drive, Kingwood, West Virginia 26537
2010-2011 School Year
NOTICE OF VACANCY FOR SCHOOL NURSES

Posting Date: September 10, 2010 **Closing Date:** September 16, 2010
Title: School Nurse R.N. **Employment Term:** 2010-2011 school year
Salary: Based upon degree/experience
Location: County Itinerant/Current Assignment-Terra Alta and Rowlesburg Schools
Budget Source: County funds

Certification: Bachelor's Degree in Nursing and School Nurse Certification PK-AD

Application Process: Submit a letter of interest, a bid sheet, resume' and a copy of license/certificate, to the Personnel Office.

Responsibilities:

1. Plans, prepares and implements new programs or facilitates change in the existing program;
2. Organizes, directs and coordinates the programs;
3. Delivers services to students or others;
4. Gathers and interprets data that is pertinent to the programs;
5. Facilitates professional development to achieve goals;
6. Develops and improves individual competencies and skills in delivering services;
7. Demonstrates competency in the knowledge and implementation of technology standards.

Minimum Qualifications:

1. Meet requirements for West Virginia certification for respective positions or be eligible for certification;
2. Be able to carry out the responsibilities of the position;
3. Clearance of any criminal convictions as listed in House Bill 146.

Performance Characteristics:

1. Planning, Preparation and Implementation: Engage in activities that prepare for implementation of new programs or facilitates change in existing programs and their implementation.
   - A. Identifies needs in the program;
   - B. Develops action plans based on identified needs;
   - C. Evaluates ongoing programs/plans;
   - D. Revises programs based on assessment;
   - E. Implements ongoing program activities and revises activities as needed;
   - F. Advises school personnel regarding available resources.
2. Administration/Management: Organizes, directs and coordinates programs that include responsibility for budgeting, staffing, reporting and other similar activities.
   - A. Aids school administration in developing and providing policies and/or programs;
   - B. Establishes and communicates practices and procedures to students parents, community and staff;
   - C. Works to integrate program into total school curriculum;
   - D. Prepare thorough and accurate reports in a timely manner;
   - E. Make recommendations to modify the school program to meet the individual student needs.
3. Assessment/Evaluation: Gathers and interprets data from individuals, groups or programs to evaluate needs and programs.
   - a. Explain nature and purpose of assessment in an understandable manner;
   - a. Demonstrates knowledge of theories, techniques and instruments used for assessment;
   - b. Follows confidentiality procedures;
   - c. Makes provisions for the attainment and evaluation of program goals;
   - d. Communicates effectively with school personnel, students, parents and the community.
4. Intervention: Delivers services to students and others to improve skills/functional disabilities or inform recipients of services.
   - a. Provides activities to foster the development of the whole child/student;