

REGISTERED PROFESSIONAL NURSE (SCHOOL)

Salary: \$56,920 to \$72,480 per year
commensurate with experience
Start Date: August 1, 2026

This is a professional nursing position involving responsibility for giving care to students and for performing related nursing services requiring judgment and skill. The work is performed under the general direction of a School Physician or other higher level health care professional. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Conduct mandatory New York State health screenings (vision, hearing, and scoliosis) and manage appropriate follow-ups with parents/guardians;
- Administers medication prescribed by students' physician in accordance with New York State regulations;
- Provide high-quality triage, first aid, and emergency care to students and staff for injuries and acute illnesses;
- Assists at school immunization clinics; and review and maintain accurate student immunization records to ensure strict compliance with New York State Department of Health (NYSDOH) mandates;
- Arranges to transport sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency;
- Inspects the school plant, playground and cafeteria and reports on general safety and sanitary conditions;
- Orders, inventories and oversees the storage of first aid and health related supplies and equipment;
- Responsible for obtaining all pertinent information concerning students' health history;
- Prepares and maintains meticulous, confidential, and comprehensive electronic health records for all students using the district's student information system;
- Consults with and advises appropriate staff concerning a variety of health issues;
- May contact Department of Social Services regarding suspected child abuse or neglect;
- May counsel parents regarding health needs of students; and communicate effectively with parents, physicians, and school staff regarding student health concerns, injuries, or sudden illnesses while maintaining strict HIPAA/FERPA confidentiality;
- May make referrals if follow up medical problems exist;
- May review applications for free and reduced lunch programs and provide recommendations to appropriate administrative personnel.
- Oversee the care of medically fragile students, ensuring their safety and inclusion in the school environment;
- Exclude students from school attendance in cases of communicable diseases or lack of compliance with mandatory immunizations, per state guidelines;
- Act as a resource and advocate for families, connecting them with community health resources, clinics, and insurance programs when needed;
- Serve as a member of the school's multidisciplinary support teams (e.g., 504 Team, Committee on Special Education, Crisis Response Team);
- Provide guidance on public health concerns and infectious disease mitigation strategies within the school building;
- Assist in maintaining safety protocols, including the inspection and upkeep of automated external defibrillators (AEDs) and first aid kits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application; working knowledge of material/medical, dietetics, sanitation and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow technical oral and written instructions; ability to maintain records and prepare reports; ability to get along well with students, teachers, parents and others; ability to carry out successfully the measures prescribed; ability to plan and supervise the work of sub-professional and non-technical personnel; a high degree of confidentiality; good powers of observation; mental alertness; firmness; initiative; cheerfulness; patience; emotional stability; good moral character; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Possession of a license and current registration issued by the State of New York to practice as a Registered Professional Nurse.
- **Education:** Graduate of an accredited professional nursing program; Bachelor of Science in Nursing (BSN) is preferred.
- **Certifications:** Current CPR/AED for Healthcare Providers certification is required.
- **Experience:** Minimum of 2–3 years of clinical nursing experience, preferably in pediatrics, emergency medicine, community health, or school nursing.
- Experience working with diverse student populations and pediatric chronic disease management is highly desirable.
- **Skills:** Strong clinical assessment skills and ability to work autonomously in a fast-paced environment.
- Excellent interpersonal, verbal, and written communication skills.
- Proficiency with electronic health records software and basic Microsoft Office/Google Workspace applications.

Physical Demands & Work Environment

- Must be able to respond rapidly to medical emergencies anywhere on the school campus.
- Frequent walking, standing, bending, and occasional lifting or assisting of students (up to 50 lbs) may be required.
- Exposure to bloodborne pathogens and communicable diseases is possible; adherence to universal precautions and PPE protocols is mandatory.

Interested internal applicants should contact Peter Bianco immediately to schedule an interview (845) 256-4151. **Please note, applicants must also submit an application (located on our website at: www.newpaltz.k12.ny.us under Our District/Employment Opportunities tab) to the attention of Human Resources at 196 Main Street, New Paltz, NY 12561.

We welcome applications from those who contribute to our diversity. AA/EOE

Application Deadline: Open until filled