

# Vacancy

**Anticipated**

**March 12, 2010**

**POSITION:** Licensed Practical Nurse  
(Long Term Substitute)

**LOCATION:** Holy Family Primary School

**GENERAL DATA:** Possession of current NYS LPN license, CPR and First Aid Certificates. Working knowledge of practical nursing techniques and skills. Ability to understand and accurately carry out oral and written instruction. Ability to get along with staff and students.

**WORK WEEK:** 18 Hours

**WORK YEAR:** 10 Months

**SALARY:** \$ 11.00 per hour

**ALL LETTERS OF APPLICATION MUST BE RECEIVED BY:** March 18, 2010

**FOR ADDITIONAL INFORMATION CALL** Assistant Superintendent of Administration  
951 Hoffman Street  
Elmira, New York 14905  
(607) 735-3024

**Robert Van Keuren**  
Director, Office of  
Human Resources  
and Employee  
Relations  
951 Hoffman Street  
Elmira, NY 14905  
Phone (607) 735-3020  
Fax (607) 735-3002

As required by Title IX of the Educational Amendments of 1972, the City School District of the City of Elmira, NY hereby notifies all applicants for admission and employment, students and parents of students, employees, sources of referral of applicants for admission and employment of all unions and professional organizations holding collective bargaining of professional agreements with it that it does not discriminate on the basis of sex in the educational programs or activities which it operates and that is required by Title IX and Part 86 not to discriminate in such matter. All inquiries concerning the application of Title IX and Part 86 shall be addressed to Personnel Administrator, 951 Hoffman Street, Elmira, NY 14905 or to the Director of the Office of Civil Rights of the Department of Health, Education and Welfare.

LICENSED PRACTICAL NURSE (SCHOOL)

**Department:** School Districts  
**Classification:** Non-Competitive  
**Labor Grade:**  
**Adopted:** 10/06/97  
**By:** Regional Civil Service Commission

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in a School District and involves responsibility to provide routine practical nursing care of children with special health care needs in accordance with detailed and well defined policies, rules and regulations. Employees assist either a School Nurse Teacher, Registered Professional Nurse (School) or School Physician in providing care to students. The work requires the understanding of and skill in routine practical nursing procedures and practices, but does not require the exercise of professional judgment called for in the position of Registered Professional Nurse. The work is performed under the direction of either a Registered Professional Nurse or Licensed Physician. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

Consults with the Registered Professional Nurse on various health issues;  
Provides routine practical nursing care to students with health care needs following the School District Protocols and procedures;  
Provides first aid treatment to students with health care needs following accidents or other incidents on school property;  
Arranges transportation for sick or injured students;  
Notifies appropriate persons of accidents or other health problems of students while maintaining confidentiality of information;  
Administers medications to students as prescribed by a qualified health care provider following school district policy and procedure;  
Performs routine mandated health screenings on students following state guidelines and district procedure;  
Provides routine practical nursing care to students with special health care needs;  
Performs nursing care to students with specific health care needs following the Individualized Health Care Plan done by the School Nurse. (This can include, but is not limited to; catheterization, gastrostomy feeding, nasogastric feeding, suctioning.);  
Maintains attendance records, health records and related documents and reports on students of the School District;  
Maintains health office supplies, equipment and inventory;  
Performs other duties as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**  
Working knowledge of practical nursing techniques and their relation to medical and surgical practices; working knowledge of health office sanitation and hygiene; ability to apply therapeutic treatments and medications as prescribed; ability to understand and accurately carry out detailed oral and written instructions; ability to keep records and make reports; ability to get along well with others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a current New York State license as a Licensed Practical Nurse.

**SPECIAL REQUIREMENTS:** Current CPR and First Aid certificates.

Dear Applicant:

The Elmira City School District is pleased to acknowledge your interest in our District. Before you may be considered for employment, your application file must be complete. A complete file includes the following:

1. Completed Civil Service Application
2. Letter of interest and an updated resume
3. Three written and signed current letters of reference, not more than three years old. The references may include one personal reference but at least two professional references must be submitted.
4. Copy of your high school diploma/transcripts or GED
5. If you are applying for a position that requires a professional license, first aid and CPR, these must be provided at the time of application.

When all of these pieces of information are on file in the Personnel Office, your application will be considered complete. Application materials are kept in our active file for a period of one year.

If you have any questions or concerns, please contact the Personnel Office at (607) 735-3020. Thank you for your interest in the Elmira City School District.

Sincerely yours,

Diane K. Spotts  
Director of Human Resources  
& Employee Relations

DKS/ljd

## FINGERPRINT FEE NOTICE

### To the Prospective Employee:

New York State requires fingerprinting of all school district employees, which currently costs \$94.25.

It is the responsibility of the employee to pay this fee, and it should be paid at the time of hire using a Visa, MasterCard or debit card. If the prospective employee does not have a credit/debit card, prepaid cards may be purchased at most local grocery stores or pharmacies. Please make sure your card is activated prior to your fingerprinting appointment with our district's Human Resource Department.

If you have any questions or concerns regarding this payment of the fingerprinting fee, please contact the Human Resources director at 607-735-3038.