



Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

Telephone 610-286-8611 · FAX 610-286-8608

A Learning Community

PLEASE POST
7/1/2021

VACANCY NOTICE

Twin Valley School District is Currently Accepting Applications for the Following Position(s):

SUBSTITUTE NURSES

EFFECTIVE FOR THE 2021-2022 SCHOOL YEAR

EDUCATION: RN LICENSE

SALARY: \$135.00 / DAY

Position Summary: The essential functions of this job are to maintain good health in a school system. To maintain the health records, screening, and other services required by the district, Department of Education, and Department of Health. To administer first aid and medication according to school district policy. To perform these duties with a minimum of direction.

To perform this job successfully, an individual must be able to perform each primary duty and additional responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Primary Duties Performed

1. Maintain a health suite conducive to effective first aid and health screening
2. Maintain appropriate student records
3. Maintain all records required by policy, law, or administrative regulation
4. Assisting in upholding school rules, administrative regulation, and board policy
5. Caring for ill and injured students until parents are contacted and students sent home or for emergency care
6. Dispense medications according to district policy
7. Implement required health screenings
8. Exclude students from school because of symptoms of: pink eye, impetigo, ringworm, scabies, and head lice. Conduct follow-up exams on return to school.
9. Act as liaison with parents, children, teachers, administrators and guidance personnel in such matters as attendance, health habits etc.
10. Is attentive to detail and demonstrates flexibility and strong interpersonal skills.

Job Qualifications

Appropriate license and experience.
Ability to use and operate equipment appropriate to position.
Ability to stay abreast of current job related issues.
Must appropriately handle confidential information.
Ability to speak and hear on telephone.
Able to lift weights of 15 to 30 pounds.
Able to communicate effectively at all levels.

Deadline for Applying: 6/30/22

Send Letter of Interest to:

Rita L. Haddock, HR Director
4851 N. Twin Valley Rd.
Elverson, PA 19520
E-mail: rhaddock@tvdsd.org
Phone: (610)286-8600, ext. 1611

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