



Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

Telephone 610-286-8600 · FAX 610-286-8608

Twin Valley School District
"A Learning Community"

PLEASE POST

3/13/24

VACANCY NOTICE

Position..... CERTIFIED SCHOOL/REGISTERED NURSE (Middle School)

Effective Date.....2024-2025 School Year

Education.....RN License

Salary.....According to salary schedule/190 Days a year, no weekends/evenings

SUMMARY: The essential functions of this job are to maintain good health in the 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. Develop and 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. Meet with parents and students when requested to do so, on reasonable terms.
6. Attend and participate in faculty meetings.
7. Asst in the selection of books, equipment, and other instructional materials
8. Accept a share of the responsibility for co-curricular activities as assigned.
9. Participate in professional growth opportunities through reading, workshops, seminars, conferences and/or advanced course work.
10. Provides leadership to the nurse aides and supervises their data collection.

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:

March 27, 2024, or until the position is filled.

Send letter of interest to:

Rita L. Haddock, Personnel Office
4851 N. Twin Valley Rd.

Phone: (610) 286-8600, ext. 1652

Elverson, PA 19520

E.O.E.