

Belleville Henderson Central School District
8372 County Route 75, Adams, NY 13605

OPENING FOR REGISTERED PROFESSIONAL NURSE (SCHOOL)

Application deadline: May 20, 2026

Belleville Henderson Central School District is seeking a Registered Professional Nurse. This qualified Registered Nurse will assist Pre-K through 12th grade students to stay healthy in their learning environment. Our top priority is protecting the wellbeing of our students so that they can stay engaged in their education. The ideal individual will have strong communication skills, utilizing the nursing process to plan, implement and evaluate student care. This nurse will perform interventions, treatments and will administer medications as appropriate. This individual will provide care to students while performing nursing services in health screening and will maintain cumulative pupil records. This nurse will practice Infection Control and will provide communication with parents, teachers administrators and other health care providers. This position will be performed under the direction of a School Physician or administrator. Supervision of clerical assistants or teacher aides may be necessary. Completion of all related work will be required.

EXAMPLES OF WORK: The nurse position includes the following duties and other duties as assigned by administration:

- Assists the School Physician in physical, visual, and auditory screening examinations of students and employees;
- Prepares, maintains and updates cumulative health records for school records and authorities;
- Infection Control Transmission Risk/Prevention of Disease Spread; monitor safety protocols, handwashing, cleaning high touch surfaces, proper ventilations and PPE (Personal Protective Equipment);
- Identifies and assesses student health needs, assists in implementing services, evaluating care which impacts student learning or achievement or safety;
- Evaluates school related injuries and completes district insurance forms;
- Conducts scoliosis, hearing and vision screening, and assists with physical exams;
- Advises parents of poor attendance, tardiness and need for additional medical attendance;
- Dispenses medication as ordered by physician and requested by parent in accordance with NYS Law;
- Orders, inventories and oversees the storage of first aid and related health supplies and equipment;
- Acts as liaison between physician, faculty, administration, student and parents when there is a health problem;
- Administers first aid and emergency treatment to students and employees;
- Assists at school immunization clinics;
- Participates on the school safety committee, crisis response team, and other committees for emergency management and health and safety;
- Participates on CSE/504 committees as needed, and is a member of multi-disciplinary committees to interpret medical objectives on IEPs and or 504 plans;
- 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;
- Consults with teachers and staff members concerning student attendance and a variety of health factors related to nonattendance and communicable disease; and
- Prepares records and reports as required.

FULL PERFORMANCE KNOWLEDGE, 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 materia medica, dietetics, sanitation, and personal hygiene; skills in the application of nursing techniques and practices; ability to understand and follow technical, oral, and written instructions; must possess strong computer skills, ability to keep records and make 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; good observation; mental alertness; emotional stability; sympathetic attitude toward the sick; good moral character; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENTS:

- Possession of a New York State Registered Professional Nurse's license.
- Associates or Bachelor's degree from an accredited School of Nursing.
- BLS (Basic Life Support) from the American Heart Association.
- Experience working with pediatrics preferred.
- Be willing to join National Association of School Nurses.

TERMS OF EMPLOYMENT

- Start date: July 1, 2026
- One building (Pre-K through 12th grades)
- 10-month with additional hours and work days for summer school and sports physicals
- Hours are Monday-Friday 7:30 am – 4:00 pm. Schedule follows school calendar, holidays off
- Salary and benefits per BHCSEA Contract including Health Insurance

APPLY

- Apply on OLAS and/or visit our website, www.bhpanthers.org for an application
- A letter of interest
- Resume
- Fingerprint clearance through NYS (Identogo);
- Valid NYS License as a Registered Professional Nurse
- Three letters of reference.
- Submit application materials to:
Sally Kohl, District Clerk, Belleville Henderson Central School District
8372 County Route 75
Adams, NY 13605

BHCSD is an Equal Opportunity Employer