



## Ruidoso Municipal School District Notice of Vacancy

- Date:** October 5, 2017
- Position:** **Substitute School Nurses**
- Qualifications:**
- \*NM Public Education Department School Nurse License or eligibility
  - \*Current NM R.N. Licensure
  - \*Associates Degree or greater required; Bachelor's Degree preferred
  - \*Current First Aid and CPR Course (verified)
  - \*Experience working with students preferred
  - \*Computer data entry/word processing skills preferred
  - \*Ability to maintain confidentiality of student information and records
  - \*Ability to establish and maintain effective communication and relationships with students, parents/guardians, staff, and supervisors/administrators
  - \*Possesses strong reading, written, verbal and interpersonal skills
- Responsibilities:**
- \*Collects information about the health and development status of students in a systematic and continuous manner
  - Evaluate students' complaints of illness and make decisions about utilizing the nursing process.
  - \*Administers first aid to students and staff
  - \*Monitors compliance with immunization requirements
  - \*Understand state laws, regulations and rules requiring schools to collect immunization history
  - \*Notifies parents when students need to acquire additional vaccinations
  - \*Reports immunization data to local and state levels as appropriate
  - Serves as a resource to families regarding community services available for immunizations
  - \*Makes referrals to health agencies when appropriate
  - \*Assists in school health screening programs (vision, hearing, etc.) in accordance with state and district requirements and recommendations.
  - \*Maintains student health records, including immunization records and accident reports
- Contract Period:** 2017-18 School Year
- Start Date:** As needed
- Salary:** Per Ruidoso Municipal School District Salary Schedule
- Application Process:** Application available online at [www.ruidososchools.org](http://www.ruidososchools.org) or for more information contact:
- Lisa Brillante, HR/Benefits Specialist  
[brillantel@ruidososchools.org](mailto:brillantel@ruidososchools.org)  
200 Horton Circle  
Ruidoso, NM 88345  
575-630-7002
- Application Deadline:** Until filled
- Selection Process:** Selected applicants will be interviewed following initial screening of application materials submitted.

Ruidoso Municipal School District is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, religion, sex, marital status, or disability in compliance with federal and state laws.