



DIERINGER SCHOOL DISTRICT

Educating every child for

Confidence today and

Contribution tomorrow

May 14, 2018

2018-2019 NURSE AND ATTENDANCE/DISCIPLINE CLERK NORTH TAPPS MIDDLE SCHOOL

OPENING: Interested and qualified persons are invited to apply for a Nurse and Attendance/Discipline Clerk position at NTMS beginning in September 2018. The tentative schedule is Monday, Thursday and Friday 6.5 hrs/day, Wednesday 4.5 hrs/day and Tuesday 3 hrs/day. The Nurse and Attendance/Discipline Clerk will support the District Nurse in the efficient operation of the health room, as well as assist staff in the accurate recording of attendance and discipline. The applicant will perform clerical duties, attend to sick or injured students, dispense medications, maintain the health room, and work with students, parents and staff members in a service-oriented manner.

QUALIFICATIONS:

1. Have current First Aid/CPR certification and be responsible for keeping certification current during employment;
2. Current Washington State certification as a LPN or RN is required;
3. Candidate must be able to lift 60 pounds;
4. Proficiency required in keyboarding and word processing as well as skill in operating a variety of office equipment;
5. This position requires a high level of confidentiality, attention to detail, flexibility and tact, especially when working with students, staff and parents.

RESPONSIBILITIES / DUTIES:

1. Provides emergency first aid assistance to sick or injured students;
2. Works with nurse and secretarial staff to insure continuity and standard procedures in the health room;
3. Performs general health room clerical duties relating to health records and other student paperwork;
4. Assists with immunization records, screenings or other assigned health room and general office tasks;
5. Determines, with consultation, when District Nurse, parents, principal and /or 911 should be called for sick or injured students;
6. Assists with special needs students in performing tube feedings, catheterization, oral suctioning and other procedures as delegated by the District Nurse;
7. Assists diabetic students, as needed;
8. Dispenses medications according to district policy and state law;
9. Completes accident reports for staff and students;
10. Enters and maintains all discipline and attendance records in Skyward;

The Dieringer School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Dr. Judy Neumeier-Martinson, Superintendent: Phone: 253.862.2537; Address: 1320 178th Ave E, Lake Tapps, WA 98391

11. Responsible for all mailings, records, and reporting related to discipline and attendance;
12. Communicate with teachers and answer their questions regarding attendance and discipline; and
13. Perform other duties as assigned.

TERMS: 190 day contract – (Tentative schedule: Mon, Thur and Fri 6.5 hrs/day, Wed 4.5 hrs/day and Tues 3 hrs/day) – 178 work days and 11 holidays

Personal, family illness, and sick leave benefits per DCPEA Bargaining

Health related benefits, subject to mandatory pooling

LPN \$20.60 - \$25.93 per hour DOE and education

RN \$23.49 - \$29.57 per hour DOE and education

RESPONSIBLE TO: Principal and District Nurse

APPLICATION:

Internal candidates please submit a letter of interest. External candidates, please forward all application materials to the Personnel Office as soon as possible. The following documents are required:

1. Letter of application
2. Current resume
3. 3 letters of recommendation
4. District application form

The certificated application and essay question can be downloaded from the district website at <http://www.dieringer.wednet.edu/employment/certificated>

This position is opened until May 25, 2018 or until filled.

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