

# PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT

HUMAN RESOURCES OFFICE

(PLEASE POST PHYSICALLY)

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School System Human Resources Office shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands for the Public School System.

## **POSITION/TITLE: School Nurse (2 Positions) (Re-announcement) (Amendment)**

EXAMINATION ANNOUNCEMENT NO: **PSS-2021-037**

OPENING DATE: **May 14, 2021** CLOSING DATE: **Until Filled**

SALARY: Pay Level/Grade: **Ungraded; Step(s) Ungraded; \$55,000.00 - \$70,000.00** Per Annum

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: **Various Schools**

### DUTIES AND RESPONSIBILITIES:

The School Nurse is a registered professional nurse working in the school setting who strengthens and facilitates the educational process by improving and protecting the health status of children. The major focus of school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. The School Nurse is uniquely qualified in preventive health, health assessment, and referral procedures.

- Provide Health Assessments:
  1. Obtains a health and developmental history
  2. Screens and evaluates findings for deficits in vision, hearing, scoliosis, growth, etc.
  3. Collaborates with other health agencies to provide services to students.
- Assessment and nursing diagnosis:
  1. Identifies health findings, which do not fall within the normal range.
  2. Assists with physical examinations when conducted in the school.
- Develops and implements a health plan:
  1. Interprets the health status of pupils to school personnel and collaborates with school staff to increase student well-being.
  2. Initiates referrals to parents, school personnel and community health resources for intervention, remediation, and follow through.
  3. Provides ongoing health information to pupils, parents, school personnel and health agencies.
  4. Recommends and helps to implement modifications of school programs to meet students' health needs.
  5. Utilizes existing health resources to provide appropriate care of pupils.
- Maintains, evaluates, and interprets cumulative health data to accommodate individual needs of students.

- Participates, as needed, as a member of a multidisciplinary team in the identification, evaluation, and monitoring of students who may be eligible for special education and related services per an Individualized Educational Program (IEP).
- Plans and implements school health management protocols for the child with chronic health problems, including the administration of medication.
- Participates in home visits to assess the family's needs as related to the child's health.
- Develops procedures and provides for crisis intervention for acute illness, injury and emotional disturbances.
- Promotes and assists in the control of communicable diseases through preventive immunization programs, early detection, surveillance and reporting of contagious diseases.
- Recommends provisions for a school environment conducive to learning.
- Provides information on health.
- Provides health information to assist students and families in making health-related decisions.
- Participates in health education directly and indirectly for the improvement of health by teaching persons to become more assertive health consumers and to assume greater responsibility for their own health.
- Provides information to adolescents concerning health problems in order to encourage responsible decision-making practices.
- Serves as a resource person to the classroom teacher and administrator in health instruction and as a member of the health curriculum development committees.
- Coordinate school and community health activities and serves as a liaison person between the home, school, and community.
- Assists in the formation of health policies, goals and objectives for the school unit.
- Is responsible for maintaining and updating cumulative health records.
- Helps develop/revise school health policies, procedures and standing orders.
- Prepares the budget for school health supplies.
- Reviews, revises and implements emergency policies, including in-service health and safety programs for personnel.
- Prepares first aid kits for each building.
- Organizes, instructs, and supervises school health volunteers or assistants.
- Reports regularly in writing to the principal on school health activities.
- Implements the school medication policy and procedure.
- Interprets school health services to school personnel.
- Plans, implements, and supervises school health screening programs in accordance with state and district requirements and recommendations. Provides follow-up services when indicated.
- Interprets appraisal findings, and helps students and parents accept responsibility for diagnosis and treatment.
- Serves as a health liaison between school, home, and the community. Makes home visits as needed.
- Encourages parents to maintain current immunization protection as recommended by the Department of Human Services.
- Participates in the health aspects of kindergarten pre-registration.
- Helps school personnel recognize departures from appropriate behavior and growth patterns; helps students and staff adjust student programs when necessary to accommodate health needs of students.

- Serves as a resource person to school personnel. Participates selectively in classroom instruction under the supervision of the teacher.

#### JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

#### FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime forty (40) hours.

The Public School System (PSS) operates on a 40 hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

#### ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

#### QUALIFICATION REQUIREMENTS:

- School Nurse I:
  - Graduation from an accredited college or university with an Associate's degree in Nursing
- School Nurse II:
  - Graduation from an accredited college or university with a Bachelor's degree in Nursing
- School Nurse III:
  - Graduation from an accredited college or university with an Associate's degree in Nursing plus four (4) years of experience as a registered nurse, OR;
  - Graduation from an accredited college or university with a Bachelor's degree in Nursing plus two (2) years of experience as a registered nurse.
- School Nurse IV:
  - Graduation from an accredited college or university with an Associate's degree in Nursing, plus six (6) years of experience as a registered nurse, OR;

- Graduation from an accredited college or university with a Bachelor's degree in Nursing, plus four (4) years of experience as a registered nurse.

OTHER REQUIREMENTS:

- Must have taken and passed the Nursing Examination NCLEX-RN.
- Must be licensed as a Registered Nurse by the Commonwealth Board of Nurse Examiners (CBNE) to practice nursing in the Commonwealth of the Northern Mariana Islands (CNMI).
- Must possess CPR Certification.

ADDITIONAL QUALIFICATIONS:

- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback.
- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.

CONDITIONAL REQUIREMENTS:

This position is considered "EXEMPT STATUS": Is not eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment of Certified Personnel and Fair Labor Standards Act.

APPLICATION REQUIREMENTS:

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES)*;
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS)*;
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE (*ONLY REQUIRED UPON OFFER FOR EMPLOYMENT*).

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFICE CLEARANCE

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: LUCRETIA DELEON GUERRERO AT [LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG](mailto:LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG), THE HUMAN RESOURCES OFFICE AT [PSSHR@CNMIPSS.ORG](mailto:PSSHR@CNMIPSS.ORG) or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3052.

*YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.*

Human Resource Office Use ONLY		
FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan