



### **Position vacancy announcement**

**Title:** School Nurse - Registered Nurse  
**Reports to:** Director of Special Education  
**Anticipated start date:** August 13, 2024  
**Location:** Provident Charter School Central

#### **About our school**

Provident Charter School (PCS) Central in Pittsburgh, PA, is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with reading, writing, and sequencing. PCS Central opened at the start of the 2016-2017 and has students in Grades 2-8. Located on the city's North Shore, the school enrolls about 330 students from over 42 districts in the Pittsburgh area.

#### **Health Services at PCS:**

We are looking for a full-time School Nurse to join our team in providing the best care for our students. Job responsibilities include, but are not limited to:

- Daily responsibilities include medication administration, PRN assessment and treatment, communication with families and/or outside providers.
- Follow up with, execute, and adequately document doctor's orders.
- Accurately document observations, interventions, and evaluations pertaining to client care management and services provided.
- Providing health-related education to students and staff in both individual and group settings.
- Monitoring immunizations, managing communicable diseases, and assessing the school environment to prevent injury and ensure safety.
- Actively participating in school safety plans that address school violence, bullying, and emergencies that may occur at school.
- Overseeing all state-mandated screenings such as vision, hearing, body mass index, and scoliosis to ensure that students comply with state guidelines. Providing health advice to school educational teams, such as the Committee on Special Education and the Individualized Educational Plan (IEP) team.
- Provide interventions for acute and chronic illnesses, injuries, and emergencies.
- Provide health education to students regarding proper nutrition and hygiene.
- Communicate with parents/guardians and outside care providers regarding care updates and changes.
- Consult with teachers, administrators, and other staff regarding student care.
- Maintaining student records in the electronic health record system.

**Required Qualifications**

- School Nurse certification.
- Registered Nurse (RN) active license in the State of Pennsylvania (PA).
- Excellent communication, leadership, organization, and problem-solving skills.
- Outstanding dependability, initiative, creativity, and decision-making skills.
- Proficient in managing and using data to guide decisions for student programs.
- Ability to secure all relevant and necessary clearances.

**Preferred Qualifications**

- School Nurse experience is highly preferred.

**Terms of Employment:** Ten (10) month position plus 12 days in July for the extended school year.

**Evaluation:** The Director of Special Education will evaluate this job's performance.

**Salary and benefits**

- The starting salary is \$50,000, and the actual salary will be based on experience.
- Employer paid retirement contribution matching 10% of salary.
- Employer-paid dental, vision
- Significant employer contribution toward health insurance.

**How to Apply**

Interested candidates should email a letter of interest to Ms. Elizabeth Swartz, Human Resources Manager, at [eswartz@providentcharterschool.org](mailto:eswartz@providentcharterschool.org).

*Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*