
~NOTICE OF VACANCY ~
School Nurse

School: Clarksville Elementary School

Period of Time: Full time position for the 2025 - 2026 school year.

Qualification: Valid Nursing License (LPN or RN) in the State of IN.

Duties:

1. Acts as a liaison for the school system with the community, local and state health agencies and the Department of Education regarding all health related matters.
2. Serves as the Corporation resource for questions related to health issues.
3. Serves as a health reference source for all students and staff.
4. Assists in arranging health appraisals for school children; interprets the result of appraisals to school personnel and parents.
5. Assists the head nurse in setting up policies for caring for students who are injured or who become ill at school.
6. Participates in development of methods to carry out policies and procedures for the control of communicable disease within the school.
7. Serves as guide and counselor to children, their parents, and school personnel regarding health problems of pupils.
8. Participates in planning programs for physically and mentally handicapped children.
9. Serves as a contact between home and school on health problems.
10. Collaborates with community agencies and organizations such as Youthlink and Family Health Centers to promote health in the community and to improve social equity.
11. Maintains records on health office visits in Infinite Campus.
12. Participates in planning a school program, which is conducive to good mental health and recognizes signs of deviation from good mental health in children who need to be referred.
13. Serves as a resource person to all school personnel in matters of health education and gives health guidance in all contacts with individuals and groups in the school community.
14. Cooperates with school personnel and students in maintaining a safe, clean, and healthful school and community.
15. Maintains health records on each student and checks for compliance.

16. Interprets Indiana State codes pertaining to immunizations, and implements any changes into the corporation's requirements for student immunization.
17. Maintains a current license to practice as a licensed practical or registered nurse in the state of Indiana.
18. Oversees the consent and administration of medications to students according to Indiana Code 34-4-16.5-3.5.
19. Performs special procedures for students according to Indiana State Board of Health.
20. Effectively implement other duties as assigned by the administration.

Salary: Schedule as adopted for the 2025 - 2026 school year.
Contract: 180 days

Resumes will be accepted until the position is filled. Applicants must email a letter of interest, resume, application, and transcripts to Mrs. Jennifer Bishop, Administrative Assistant to the Superintendent, at jbishop@clarksvilleschools.org. The application can be found on the corporation website at www.clarksvilleschools.org.

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age or handicapping conditions in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Date: **July 8, 2025**