Las Vegas Schools
Employment Opportunity – In-house Notice

West Las Vegas Schools is currently accepting letters of interest for the following position:
• School Nurse  (9.5-month school-year position, 1/11/21 initial start date)

Applicants must, at minimum, possess or be eligible to apply for a 701 Associate School Nurse license.

Responsibilities include, but are not limited to, the following:
1. Observe all students on a regular basis to detect health and nutritional-wellness needs
2. Instruct teachers on screening students for health defects
3. Administer medication and treatment prescribed by physicians
4. Conduct parent conferences and serve as liaison between physicians, parents, and staff
5. Make recommendations to primary care physician on health needs of individual students
6. Maintain up-to-date cumulative health records on all students requiring nursing intervention and report to parents, school personnel, physicians, clinics and other agencies on student health matters
7. Prepare and submit reports to appropriate agencies/institutions
8. Assume authority, in the absence of a physician, for the care of a student who has suffered an injury or emergency illness (administer first aid in accordance with established first aid procedures)
9. Participate in the development and implementation of health-related policies as necessary
10. Coordinate and conduct relevant training for students and staff
11. Assist school personnel in maintaining sanitary standards in schools
12. Other duties as assigned

Minimum Requirements:
• Associate’s degree conferred from a regionally accredited college or university or from an institution accredited by the National League of Nursing or a diploma program in nursing accredited by the National League of Nursing
• RN license issued by the New Mexico Nursing Board
• Experience in/working knowledge of school nursing preferred

Salary:  Appropriate level of Certified Salary Schedule, based on experience and education

Deadline:  Until Filled

Please submit the following to the district’s Personnel Office (c/o Ms. Melanie Montoya; in person if available (505-426-2315) or electronically: melanie_montoya@wlvs.k12.nm.us):
1. Letter of Interest (addressed to Mr. Christopher Gutierrez, Superintendent)