



CITY OF PEABODY
HUMAN RESOURCES DEPARTMENT
CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960
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EMPLOYMENT OPPORTUNITY

DEPT. of HEALTH & HUMAN SERVICES
SCHOOL NURSE LEADER

Pay: Depending on education, experience and licensure as School Nurse; pay range at hire may start at minimum of \$67,000 per year to a maximum at hire of \$71,000 per year. The work year follows school schedule with additional days at beginning and end of the students' dates of attendance for a work year of 190 days. Occasional assignments may be made outside of the school session.

Summary: The City of Peabody is seeking a full-time School Nurse Leader to supervise the work of the Peabody school nurses. General duties include but are not limited to: Supervision, monitoring, and evaluation of full-time public health/school nurses, substitute nurses, and part-time clerks; development of standardized policies and procedures for health assessment, medical treatment, recordkeeping, and reporting in the schools; prevention and control of communicable diseases within the schools; maintaining adequate nurse staffing in the schools; staffing immunization clinics and other public health-related duties.

Assure: Massachusetts Department of Public Health mandated health screenings or activities; maintaining of comprehensive school health records; prevention and control of communicable diseases within the schools; positive relationships with School Administration and community providers of services dealing with child & adolescent health.

Minimum qualifications:

Current R.N. license from the Commonwealth of Massachusetts Board of Registration in Nursing
Department of Education Licensure as a School Nurse or eligibility to apply for licensure
Four (4) years experience in school health, family practice, community health or pediatrics
School Nurse Certification and MSN from an accredited School of Nursing preferred
Two years experience in supervision of registered nurses preferred
Must be physically able to assist children with physical infirmity and this may involve lifting
Must be able to fully use computer applications for record keeping
Must have good vision for observing physical issues as well as reading from a variety of text and on a computer monitor. Must be able to hear in common conversational tones and be conversant in English.

Posted: June 24, 2015

To apply a qualified applicant will find a City employment application form available on the City of Peabody **website** or can obtain at the Human Resource office at City Hall or send a resume and cover letter to Director of HR, Peabody City Hall, 24 Lowell Street, Peabody, MA 01960; e-mail to cathy.trombley@peabody-ma.gov; or fax to 978-538-5982. Applicants requested to apply by July 10, 2015. The City is an EOE