

## **Notice of Vacancy**

### **2025 – 2026 School Year**

#### **Registered Nurse (RN) or Licensed Practical Nurse (LPN)**

#### **225 Days**

##### **Position Summary:**

The School RN/LPN provides direct nursing care to students and staff, promotes health education and wellness, and ensures compliance with federal, state, and district health policies. This position collaborates closely with district health personnel, including the other district RN, to support the health and safety of all students.

##### **Key Responsibilities:**

- **Student Care & Medical Support**
  - Provide direct nursing care to students, including those with complex medical needs.
  - Assist in transportation of students with medical needs, including students with tracheostomies, ensuring safe and appropriate care during transit.
  - Conduct health assessments and maintain updated health plans for students with chronic or acute medical conditions.
  - Administer prescribed medications and treatments in compliance with physician orders, district policies, and state regulations.
  - Provide immediate first aid and emergency response for injuries, illnesses, or medical emergencies.
- **Collaboration & Teamwork**
  - Work in partnership with the other school RN to coordinate district-wide health services and share best practices.
  - Assist with the organization and training of the district's MERT (Medical Emergency Response Teams), ensuring readiness for emergency medical situations.
  - Collaborate with parents/guardians, healthcare providers, teachers, and administrators to develop and implement individualized healthcare plans.
  - Participate in school wellness initiatives and promote student/staff health education programs.
- **Compliance & Recordkeeping**
  - Maintain accurate, confidential student health records, including immunizations, health plans, and incident reports, in compliance with HIPAA and FERPA.
  - Ensure district adherence to all federal, state, and local health regulations.

- Stay current on licensure, certifications, and professional development in school nursing practices.
- Ensure reliable, consistent attendance as an essential function of the role.
- **Other School Nurse Duties**
  - Monitor and manage health-related supplies and medical equipment.
  - Develop and implement emergency care plans for conditions such as severe allergies, asthma, or seizures.
  - Provide staff training in basic first aid, CPR, and use of AEDs as required.
  - Contribute to safety and injury-prevention initiatives throughout the district.

### **Qualifications:**

- Current Michigan Registered Nurse (RN) or Licensed Practical Nurse (LPN) license.
- CPR and First Aid certification required (including pediatric and adult).
- Experience in pediatric, public health, or school nursing preferred.
- Strong organizational and communication skills.
- Ability to maintain confidentiality and comply with all applicable laws and policies.

### **Salary:**

Salary **commensurate with experience and degree.**

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Please apply via the district's online AppliTrack system:

<http://coopersvillebrncos.org/our-district/administration/human-resources/>

**Our District> Administration>Human Resources (bottom of page)**

**APPLICATION DEADLINE: October 10<sup>th</sup>, 2025**

For information about Coopersville Area Public Schools, please visit our website:

[www.coopersvillebrncos.org](http://www.coopersvillebrncos.org)

**An Equal Opportunity Employer**