

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title: Registered Nurse
Job Order Number: 12270798
Domicile Location: St. Louis
Section/Office: Division of Special Education/Missouri School for the Blind
Annual Salary: \$45,504
Deadline: Open until filled

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

- Graduation from an accredited school of nursing and maintenance of a professional licensure, in good standing, with the Missouri State Board of Nursing.
- Knowledge and experience in areas of pediatrics and/or adolescent medicine.
- Experience or developed interest and ability in working with handicapped/multi-handicapped deaf-blind individuals.

(Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the above.)

EXAMPLES OF WORK PERFORMED

This is a 12-month exempt position with primary responsibility to provide each student with an opportunity to attain and maintain optimum health using good nursing skills, strong leadership skills, and sound judgment. Duties include:

- Performing general nursing duties, including working shifts when short-staffed.
- Planning and organizing the operations of the Health Center and staff including scheduling and performance appraisal.
- Scheduling on-site visits for physician consultants.
- Collaborating with other specialists within division on student issues and concerns.
- Serving on-call 24 hours each day when students are on campus or are in transit from home to campus or campus to home.
- Performing health consultative service for staff, students, and with families as needed.
- Traveling around campus to the dorms, dining rooms and classrooms to assist/assess students who become ill or are injured, etc.
- Keeping abreast of developments in the field of health.
- Commitment to being a "lifelong learner."

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the organization and administration of health center services to school-age children.
- Knowledge of child growth and development, especially as it relates to blind and multi-handicapped deaf-blind children.
- Ability to effectively supervise health center staff.
- Ability to communicate effectively in written and verbal notes.
- Ability to establish and maintain effective and harmonious working relationships with students, staff, and parents.
- Ability to lift up to 50 lbs.

APPLICATION PROCEDURE

Complete a DESE application online at <http://msb.dese.mo.gov/jobs.html>

NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

BENEFITS (FOR A FULL-TIME POSITION)

ANNUAL LEAVE: Accrue 10 hours per month for new full-time employees; longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

SICK LEAVE: Accrue 10 hours per month. Prorated leave for part-time employees in eligible positions.

HOLIDAYS: 12 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS).

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first day of the following month after employment.

DENTAL PLANS: Delta Dental insurance coverage is available.

VISION PLAN: National Vision Administrators (NVA) is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

NOTICE OF NON-DISCRIMINATION

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email civilrights@dese.mo.gov.