

---

# Waterloo Central School District

Human Resources



## **VACANCY ANNOUNCEMENT**

Posting: January 8, 2025 to January 22, 2025

**POSITIONS:**           **1 - Anticipated Registered Nurse- Float position, start immediately**  
**1- Registered Nurse- Building position, start date 9/1/25**

**SALARY:**               Minimum \$46,818 annually per WEA Contract of Agreement

**QUALIFICATIONS:**   Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse. Licensure and current registration to practice as a Registered Professional Nurse in New York State. One (1) year of paid nursing experience preferred.

**JOB DESCRIPTION:**   The current responsibilities of the Registered Nurse are:

- Conveys public health information in writing and orally, in person and through electronic means, with linguistic and cultural proficiency in the appropriate format and health literacy level of the population served;
- Identifies the health status of those served and their related determinants of health, and uses this knowledge to educate, inform and make referrals as appropriate.
- Collaborates with community partners to promote the health of the population
- Aids in the prevention and control of communicable diseases through education and epidemiological investigations and performs case follow-up
- Completes and maintains activity records, patient files, and program records in program policy and oversight regulations.
- Provide and collect statistical data and reports.
- Assists the School Physician in physical, visual and auditory screening examination of students and employees;
- Administers first aid and emergency treatment to students and employees;
- Assists at school immunization clinics;

- 
- Arranges to transport sick or injured students or employees to hospital, home, doctors or dentist's office in cases of emergency;
  - Orders, inventories and oversees the storage of first aid and related health supplies and equipment;
  - Consults with faculty and staff concerning a variety of health factors related to non-attendance and communicable disease;
  - Prepares hearing, eyesight and medical reports for transmission to parents;
  - May discuss medical records with counselors, teachers, physicians, etc;
  - Prepares medical reports for CSE;
  - Develops health care plans as necessary;
  - Member of district wellness and crisis intervention teams.
  - Other duties as assigned by the Building Principal or Director of PPS

**APPLICATION PROCEDURE:** Please apply through the Seneca County Civil Service Portal at <https://seneca-portal.mycivilservice.com>. Please make sure to select Waterloo Central School District (WCSD) as the municipality that you are applying for.

If you have any questions regarding these positions you may reach out to Holly Leone at 315.539.5590 or [holly.leone@waterloocsd.org](mailto:holly.leone@waterloocsd.org).

Waterloo School District is in compliance with the United States Civil Rights Act of 1964 and the Title IX Educational Amendment of 1972, Part 86, and Section 504 of the Rehabilitation Act of 1973. The School District provides equal employment opportunity to all individuals and does not discriminate on the basis of race, color, creed, national origin, disability, marital status, sexual orientation, gender, military/veteran status, genetic status, prior criminal record, or victim of domestic violence.

---

District Offices, 109 Washington Street, Waterloo, NY 13165  
T 315.539.5590 F 315.539.1504 URL [www.waterloocsd.org](http://www.waterloocsd.org)