JOB OPPORTUNITY
SUBSTITUTE HEAD NURSE
CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE LAST PAGE

Open To: The Public
Location: Various (see below)
Salary: $33.32 per hour
Closing Date: Continuous Recruitment

The Connecticut Technical High School System is recruiting for the position of Substitute Head Nurse. The school system anticipates multiple substitute head nurse positions at the participating schools. The individuals selected to fill these positions will be called in whenever the regular school nurse is absent.

EXAMPLE OF DUTIES:
Independently provides counseling and health education services to students and staff; serves as member of crisis intervention team; provides assessment of medical problems; determines need for physician or medical care; performs basic evaluative procedures and tests; performs primary first aid; ensures that controlled drugs are properly stored; makes referrals and follows up on health needs; provides counseling on health related issues; maintains accurate medical records; writes reports; may administer medication; may administer routine tests or exam; performs related duties as required.

GENERAL KNOWLEDGE:
Considerable knowledge of and ability to independently apply nursing principles, techniques and standards; considerable knowledge of specialized patient/client care applicable to nursing assignment; considerable knowledge of medications, their actions, interactions, uses and side effects; knowledge of general and mental health conditions and treatment interventions through utilization of assessment, nursing diagnosis, outcome identification, health planning, implementation and reevaluation; knowledge of adult learning and family systems theory; knowledge of and sensitivity to cultural and socio-economic differences; considerable interpersonal skills; oral and written communication skills; ability to establish and maintain collaborative relationships with other professionals, community resources and providers; ability to act as a role model to health care staff; supervisory ability.

GENERAL EXPERIENCE:
Two (2) years’ experience as a Registered Professional Nurse.

SPECIAL EXPERIENCE:
One (1) year of the General Experience must have been working with the type of patients and/or clients serviced by the agency.

SUBSTITUTION ALLOWED:
A Bachelor’s degree in Nursing may be substituted for one (1) year of the General Experience.

SPECIAL REQUIREMENT:
Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.
NOTE:
The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION PROCEDURE/REQUIRED DOCUMENTS:
In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position. Please forward application materials to the contact person(s) listed below.

1. Cover letter
3. Application materials must include documentation of at least two (2) years’ experience as a registered nurse and of at least one (1) year of special experience, in the form of school nursing or work with children/adolescents in another healthcare setting, must be provided. To receive credit for per diem or substitute nurse employment, you must provide documentation from your employer verifying the full-time equivalent of such service
4. Copy of current nursing license
5. The names and contact information for three (3) pertinent references
6. If you are a State employee, please submit a copy of your two most recent service ratings in addition to the above documents.

Henry Abbott THS
21 Hayestown Avenue
Danbury, CT 06810
Tel. # (203) 797-4460
ATT: Marilyn Rosen, Business Manager

Bristol T.E.C.
431 Minor Street
Bristol, CT 06010
Tel. # (860) 584-8433
ATT: Carmen Rode, Business Manager

Bullard-Havens THS
500 Palisade Avenue
Bridgeport, CT 06610
Tel. # (203) 579-6333
ATT: Annette Segarra-Negron, Business Manager

Howell Cheney THS
791 W. Middle Turnpike
Manchester, CT 06040
Tel. # (860) 649-5396
ATT: Scott MacDonald, Business Manager

H.H. Ellis THS
613 Upper Maple Street
Danielson, CT 06239
Tel. # (860) 412-7500
ATT: Michael Fitzpatrick, Business Manager
E.C. Goodwin THS  
735 Slater Road  
New Britain, CT 06053  
Tel. # (860) 827-7736  
ATT: Susanne Ward, Business Manager

E.T. Grasso THS  
189 Fort Hill Road  
Groton, CT 06340  
Tel. # (860) 448-0220  
ATT: Wendy Monk, Business Manager

W. F. Kaynor THS  
43 Tompkins Street  
Waterbury, CT 06708  
Tel. # (203) 596-4302  
ATT: Susan Planinshek, Business Manger

Norwich THS  
7 Mahon Drive  
Norwich, CT 06360  
Tel. # (860) 889-8453  
ATT: Sabine Robillard, Business Manager

Emmett O’Brien THS  
141 Prindle Avenue  
Ansonia, CT 06401  
Tel. # (203) 732-1800  
ATT: Kisha Richardson, Business Manager

Platt THS  
600 Orange Street  
Milford, CT 06460  
Tel. # (203) 783-5300  
ATT: Martha Compton, Business Manager

A.I. Prince THS  
500 Brookfield Street  
Hartford, CT 06106  
Tel. # (860) 951-7112  
ATT: Theresa Ginley, Business Manager

Vinal THS  
60 Daniels Street  
Middletown, CT 06457  
Tel. # (860) 344-7100  
ATT: Sofia Gonzalez, Business Manager
Eli Whitney THS
100 Fairview Avenue
Hamden, CT 06514
Tel. # (860) 397-4031
ATT: Attallah Roundtree, Business Manager

Windham THS
210 Birch Street
Willimantic, CT 06226
Tel. # (860) 456-3879
ATT: Gina Lajoie, Business Manager

H.C. Wilcox THS
298 Oregon Road
Meriden, CT 06451
Tel. # (203) 238-6260
ATT: Business Manager

Oliver Wolcott THS
75 Oliver Street
Torrington, CT 06790
Tel. # (860) 496-5300
ATT: Fran Carpenter, Business Manager

J.M. Wright THS
120 Bridge Street
Stamford, CT 06905
Tel. # (203) 674-5860
ATT: Elizabeth Hankins, Business Manager

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut Technical High School System’s nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2071
Levy.Gillespie@ct.gov

(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)