

DEPARTMENT OF EDUCATION  
CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM  
JOB OPPORTUNITY  
HEAD NURSE  
BULLARD HAVENS TECHNICAL HIGH SCHOOL

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public  
**Location:** 500 Palisade Avenue, Bridgeport, CT 06810  
**Hours:** 7:30 a.m. – 3:00 p.m.  
**Salary:** \$30.49 per hour  
**Closing Date:** March 18, 2011  
**Job Posting #:** 060535

**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.

**ELIGIBILITY REQUIREMENT:**

In addition to meeting the above requirements, candidates **must** submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>
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. Performance appraisals for the last two (2) years
5. Copy of current nursing license
6. Three (3) current professional letters of reference

Connecticut State Department of Education  
Bureau of Human Resources  
165 Capitol Avenue  
Hartford, CT 06106  
ATTN: Kim Barberi  
TEL: (860) 713-6691 FAX: (860) 713-7011  
E-MAIL: [kim.barberi@ct.gov](mailto:kim.barberi@ct.gov)

"The Connecticut State Board of Education is an equal opportunity/affirmative action entity. For more information, please call Levy Gillespie, Equal Employment Opportunity Director, State of Connecticut Department of Education, (860)-807-2101 (American with Disabilities Act Coordinator); and/or Beatrice Tinty, Education Consultant, Connecticut Technical High School System, (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)."

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**