



# MIDLAKES DISTRICT OFFICE

**PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT**

1490 State Route 488 Clifton Springs, NY 14432

## CONTINUOUS - JOB POSTING

**POSTING DATE:** July 18, 2023  
**POSITION:** Substitute Licensed Nurse (RN)  
**HOURS:** 7.25 hours daily  
**SALARY:** \$135.00 per day

### CLASSIFICATION REQUIREMENTS:

- Licensed RN within New York State
- Proof of Child Abuse Reporting coursework or qualify for an exemption
- Proof of Infectious Control coursework or qualify for an exemption
- Must meet Civil Service requirements
- Fingerprint Clearance

### GENERAL JOB DESCRIPTION:

- Provision of health services to students with acute or chronic health problems;
- Maintenance of confidential health records for students and staff;
- Oversees the emotional, mental, physical, and social health of students under a variety of school circumstances;
- Conducts screenings and written referrals for health services;
- Educate students and staff on healthy habits, such as proper nutrition and hygiene;
- Demonstrated ability to handle medical emergencies;
- Ensure compliance with national and local health laws;
- Work collaboratively with administration, staff, families, and students.

### APPLICATION PROCEDURE:

Complete a Phelps Clifton Springs CSD application via the [Job Board](#) **AND**

Apply online on the Ontario County Civil Service Employment Portal, <https://ontario-portal.mycivilservice.com/jobopps>

### APPLICATION DEADLINE:

Applications will be accepted continuously throughout the 2023-2024 school year.

The classification requirements and general job description are presented herein only for illustrative purposes and do not reflect the entirety of the classification requirements and job description required for the position.

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Michele Robinette, compliance officer/coordinator, at [mrobinette@midlakes.org](mailto:mrobinette@midlakes.org). Mrs. Robinette can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).