

## Wayne-Finger Lakes BOCES – Vacancy

Salary range: \$65,000-\$75,000/yr.

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit: <https://www.cs.ny.gov/help/faq.cfm>

### SUPERVISING REGISTERED PROFESSIONAL NURSE

MINIMUM QUALIFICATIONS: Possession of a current license to practice as a Registered Professional Nurse in New York State AND three (3) years full-time paid work experience, or its part-time equivalent, as a Registered Professional Nurse in a school district or educational organization, one (1) year of which must have included supervision over nursing staff.

SPECIAL REQUIREMENT – AT TIME OF APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing leadership position responsible for the administration, coordination, and supervision of nursing services within the school district and/or Wayne-Finger Lakes BOCES. The Supervising Registered Professional Nurse supports the Medical Director by providing clinical expertise, ensuring compliance with New York State and federal regulations, and implementing policies, procedures, and programs in alignment with current standards of nursing practice and school health law. Work is performed under the administrative supervision of the Medical Director and/or a higher-level administrator, with considerable latitude for independent judgment and discretion in supervising staff, coordinating programs, and advising school administrators. Supervision is exercised over nursing staff and personnel involved in health delivery services. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Coordinates training in First Aid/CPR/AED/First Responder Program for schools and staff;
- Coordinates orientation and on-the-job training for new nurses, NYSIIS;
- Reviews and updates all standard forms for the school district health program, including medical exam forms, and parent communication forms;
- Serves as a health consultant to school district administration regarding communicable diseases, emergency protocols, and risk assessment;
- Communicates health programs and practice issues to nurses and school administrators;
- Coordinates and facilitates in-service training for nurses;
- Trains, supervises, and evaluates other personnel involved in health delivery services;
- Travels between schools to provide direct care/consolation;
- Recommends updates to policies and procedures as it pertains to current standards of the New York State Practice Act, state, and federal guidelines;
- Collects information, prepares, and maintains required state and local reports, including New York State immunization reporting;
- Facilitates immunization compliance by the exclusion deadline set by New York State every September and supports nurses in compliance issues;
- Provides training for school staff members who are assigned to perform medical procedures and/or who is monitoring a student with health needs such as food allergies, diabetes, and disorders;
- Inspects school health facilities to ensure compliance with legal and County requirements regarding the maintenance and functional service area including proper supplies, the storing of medications, and appropriate documentation system;
- Coordinates the control of communicable diseases through preventative immunization programs, early detection, surveillance, and reporting of contagious diseases;
- Serves as a health resource for nurses and school administrators.

SUPERVISING REGISTERED PROFESSIONAL NURSE

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of nursing principles and techniques and their relation to medical practices and skill in their application;  
Good knowledge of modern practices and principles of school health administration;  
Good knowledge of New York State Health & education Department nursing standards;  
Good knowledge of material-medical, dietetics, sanitation and personal hygiene;  
Skill in the application of nursing techniques and practices;  
Ability to understand and follow technical, oral and written instructions;  
Ability to keep records and make reports;  
Ability to establish and maintain cooperative working relationships with a wide variety of people;  
Ability to carry out successfully the measures prescribed;  
Ability to supervise and evaluate the work of a professional nursing staff;  
Ability to plan and supervise the work of sub-professional and non-technical personnel;  
Ability to communicate effectively in English both orally and in writing;  
Mental alertness; Firmness; Initiative; Cheerfulness; Patience; Emotional stability;  
Good observation; Sympathetic attitude toward the sick; Good moral character;  
Physical condition commensurate with the demands of the position.

APPROVED: DECEMBER 1, 2025

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: WAYNE-FINGER LAKES BOCES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES