



***Eminence Community School Corporation***

6764 SR42 North  
Eminence, IN 46125  
(765) 528-2101



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**Title/Position:** Head School Nurse, Eminence Elementary and Junior Senior High Schools

**Date Posted:** 11-20-2023

**Date Close:** When filled

**Employment Type:** Full time

**Start Date:** Immediately Upon Hire

**Evaluated by/Reports to:** Elementary Principal, Jr/Sr High School Principal, and/or the Superintendent

**Salary:** Hourly rate of pay per the established non-certified schedule for 185 days. This position is eligible for benefits.

**Job Description:** Certified as a Registered Nurse (RN)

**Job Requirements:** Applicants must exhibit a professional demeanor towards students, parents/guardians, faculty, staff, and administrators. Must be able to follow the instructions set forth by the Elementary Principal, Jr/Sr High School Principal, and Superintendent. Responsibilities include overseeing the operation of the school clinic, supervising the part time nurse, giving out medications, and all other basic nursing responsibilities. Additionally, the Head Nurse must maintain accurate records as well as complete all required state and local reports.

To apply email, mail, or deliver a letter of interest, resume, and the completed Non-Certified/Classified Staff Application found on the Eminence website to the school corporation office or email to [whammond@eminence.k12.in.us](mailto:whammond@eminence.k12.in.us).