

**DEPARTMENT OF EDUCATION  
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:** \$31.40 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.**

## **ELIGIBILITY REQUIREMENT:**

**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
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. Copy of current nursing license
5. Three (3) current professional references.

### **Henry Abbott THS**

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) 774-8511  
ATT: Michael Fitzpatrick, Business Manager

### **E.C. Goodwin THS**

735 Slater Road  
New Britain, CT 06053  
Tel. # (860) 827-7736  
ATT: Susanne Messier, 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: Anna Mauriello, 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

**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**

71 Jones Road  
Hamden, CT 06514  
Tel. # (860) 344-7100  
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**

Oregon Road  
Meriden, CT 06451  
Tel. # (203) 238-6260  
ATT: Sue Planinshek, Business Manager

**Oliver Wolcott THS**

75 Oliver Street

Torrington, CT 06790

Tel. # (860) 496-5300

ATT: Fran Carpenter, 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, ex, 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)

U.S. Department of Education

Office for Civil Rights

5 Post Office Square, Suite 900

Boston, Massachusetts 02109-3921

617-289-0111

fax number 617-289-0150

TTY/TDD 877-521-2172

(Matters related to race, color, national origin, age, sex and/or disability)

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