

**ANNOUNCEMENT OF ANTICIPATED VACANCY**

**Long-Term Substitute: Certified School Nurse**— MBIT is seeking a compassionate, organized, and proactive Long-Term Substitute School Nurse to lead the charge in providing exceptional health services and fostering a culture of safety across our school community. This vital role blends clinical care, safety program oversight, and staff collaboration to ensure that our students and staff are supported, protected, and well-informed.

**Term of Employment:** 2025-2026 School Year

**Compensation:** Per MBEA Teachers' Contract

**Benefits:** Full benefits package

**Start Date:** August 2025

**Responsibilities:**

- Administer first aid and emergency medical care as needed to students and staff.
- Contact emergency responders, physicians, or parents in cases requiring additional care.
- Maintain detailed individual health records and communicate relevant health conditions (e.g., allergies, medical needs) to appropriate staff.
- Keep accurate and current medical records, emergency contact forms, and accident reports.
- Track all student referrals using a digital health log and follow up on injury recovery.
- Notify the Business Office and Director of employee injuries and initiate workers' compensation procedures promptly.
- Assist administration in developing and implementing a comprehensive schoolwide safety program.
- Collaborate with teachers to promote lab safety protocols and personal health standards in classrooms.
- Schedule and oversee monthly emergency drills (fire, lockdown, etc.) and maintain records.
- Maintain and inspect first aid supplies and equipment regularly.
- Participate in annual lab inspections alongside the Facility Supervisor and submit safety reports with recommendations.
- Ensure school compliance with OSHA standards, ADA, and Right-to-Know regulations; advise administration on necessary updates.
- Serve as a liaison with sending district school nurses to ensure consistent student care.

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- Co-chair the MBIT Safety Committee and contribute to policy development.
- Maintain the school's lost and found area with care and efficiency.
- Prepare a comprehensive year-end report summarizing health services, safety activities, accident trends, and recommendations for future improvements.
- Maintain appropriate professional certificates and licenses as required.
- Capable of fulfilling all job responsibilities as indicated in the MBIT Teacher Job Description.

**Required Qualifications:**

- Current PA Registered Nurse license
- Bachelors Degree in Nursing (BSN)
- Certification as Educational Specialist by PA DOE
- CPR/AED certification
- Knowledge of current Child Abuse Law
- Required Act 48 continuing education coursework for Nursing license and Education Specialist II Certificate
- Required State and Federal clearances

**Preferred qualifications:**

- Background/experience preferred in pediatric nursing, community health nursing, critical care nursing, medical-surgical nursing and/or emergency room nursing.
- Possess excellent communication skills.

**Interested applicants:** Please submit a letter of interest, application, resume, copies of certification, college transcripts, Act 168, Act 34, Act 114, Act 151 clearances and other pertinent information to: [hr@mbit.org](mailto:hr@mbit.org)

Middle Bucks Institute of Technology  
2740 York Road  
Jamison, PA 18929

Applications will be accepted until April 8, 2025. EOE

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