



**COORDINATOR OF HEALTH SERVICES (SCHOOLS) (OC)**  
**RC/EL #25100010**

Last date to file for Training and Experience Rating is **April 3, 2025**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

**POSITION EXIST IN:** Clarkstown Central School District and East Ramapo Central School District.  
Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring for a period of at least one year from the date the list was established.

**RESIDENCE REQUIREMENT:** Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

**SALARY:** The starting salary is \$120,862 annually for a 37.5-hour-work week with Clarkstown Central School District. Salary will be pro-rated for less than full-time positions. Salary may vary in other location.

**WHAT THE JOB IS LIKE:** This is professional, administrative work of a responsible nature which involves coordinating and supervising the delivery of nursing services in a school district including the orientation and training of all school nurses. The incumbent of this position is responsible for implementing programs to support the overall well-being of the student community while ensuring compliance with local, state and federal health regulations and mandates. The work is performed under the general supervision of the Director of Pupil Services or higher-level administrator. Supervision is exercised over a substantial number of registered school nurses and clerical support staff. Does related work as required.

**When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.**

**MINIMUM QUALIFICATIONS:** At the time of application submission, you must have:

1. An Associate's degree or higher or equivalent college credits (minimum of sixty (60) credits); and
2. Two (2) years of professional nursing experience in a hospital setting, skilled nursing facility or as a Public Health Nurse; and
3. Five (5) years of experience as Registered Nurse (Schools) or similar school nursing title.

**NOTE:** A Master's degree or higher in Nursing and five (5) years of professional nursing experience in a pediatric setting shall be deemed fully qualifying.

**SPECIAL REQUIREMENT:** Possession of a valid license issued by New York State to practice as a Registered Professional Nurse which must be maintained throughout the course of employment in this title.

**Education Requirements/Transcripts:**  
If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at [rcexams@co.rockland.ny.us](mailto:rcexams@co.rockland.ny.us) no later than ten (10) days after the last filing date, April 13, 2025; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>

**ALL OUTSTANDING APPLICATION DOCUMENTATION:** Must be submitted to the Rockland County Department of Personnel no later than **10 days after the last filing date**. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

**COORDINATOR OF HEALTH SERVICES (SCHOOLS) (OC) #25100010 (CONTINUED)**

**SUBJECT OF EXAMINATION:** There will be no written or oral test for this examination. Candidates who meet the minimum qualifications will receive a rating based on an evaluation of their training and experience against the background of the duties of the position. You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position. Your application will be rated on the following items. Make sure your application and supporting documents are thorough to maximize your potential for achieving the highest score.

1. Do you meet the minimum qualifications? (See Minimum Qualifications.)
2. Do you have two years of education beyond high school? (Official college transcripts must be sent directly from the school to our department no later than ten (10) days after the last filing date.)
3. Do you possess a Bachelor's degree in Nursing? (Official college transcripts must be sent directly from the school to our department no later than ten (10) days after the last filing date.)
4. Do you possess a Master's degree in Nursing? (Official college transcripts must be sent directly from the school to our department no later than ten (10) days after the last filing date.)
5. Do you possess a license to practice as a Registered Professional Nurse in New York State? (must submit a copy of your license with your application.)
6. Do you have two (2) years of professional nursing experience in a hospital setting, skilled nursing facility or as a Public Health Nurse? (Please note starting month/year and ending month/year as well as hours per week worked.)
7. Do you have five (5) years of experience as a Registered Nurse (Schools) or similar school nursing title? (Please note starting month/year and ending month/year as well as hours per week worked.)
8. Do you have five (5) years of professional nursing experience in a pediatric setting? (Please note starting month/year and ending month/year as well as hours per week worked.)
9. Do you have any continuing education? (Please submit proof of continuing education with your application.)
10. What professional nursing experience do you have, beyond the minimum qualifications, in Public or Community Health Nursing? (Please note starting month/year and ending month/year as well as hours per week worked.)
11. Do you have any supervisory experience? (Please note starting month/year and ending month/year as well as hours per week worked.)

**NOTE:** A resume does not substitute for the completed application but may supplement the application. Month and year as well as hours per week of employment must be indicated. **Also include a copy of your professional license or documentation indicating eligibility for licensure.** Additional information will not be accepted after applications have been evaluated.

**Civil Service is an Equal Opportunity/Affirmative Action Employer**

**Date Issued: 03/11/2025**