



SCHOOL NURSE

REPORTS TO: DIRECTOR OF OPERATIONS & AUXILIARY PROGRAMS

JOB HOURS: Full-time preferred (will consider part-time/job share scenarios)

SUMMARY:

The primary focus of this position is to support the education process by ensuring the health and safety of all students, faculty, and staff. The Nurse provides preventative health services to facilitate the optimal physical, mental, and emotional development of all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Maintains all student medical records, including roster of students with health issues, known medications on campus (secured or carried by students), diseases reported to the Health Department, handwritten immunization cards for incoming students, and state requirements regarding immunizations, and physical exams in compliance with HIPPA regulations
- Maintains all accurate documentation of accidents on campus.
- Responsible for concussion protocol and monitoring student's return to school.
- Coordinates CPR/First Aid, AED, and "Blood Borne Pathogen Training" of all staff members (OSHA regulation) along with the Director of Operations & Auxiliary Programs.
- Updates and monitors AEDs on campus including maintenance records.
- Administers medication to students from written instructions from doctors and/or parents or guardians and maintains records of medication dispensed.
- Administers first aid and emergency treatment as required and notifies parents as necessary.
- Communicates with parents as needed when students have medical concerns.
- Organizes records of parents' and staff work, home, cell, and emergency contact records for emergency bags and field trips.

- Assists with on-going Emergency Preparedness Program, checks air quality, and notifies applicable staff when/if issues arise. Purchases and oversees (1) storage of earthquake and emergency medical supplies for all staff and (2) supplies for the Health Office.
- Keeps updated and informed of current and new health policies of local and county health departments. Completes and submits reports required by each agency.
- Performs other duties and tasks as assigned
- Participates in professional development activities.
- Assists with special school related projects as requested and attends special events (i.e., Back to School Night, Open House, graduation, etc.)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty to the satisfaction of the Head of School and Director of Operations & Auxiliary Programs. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education: Prefer California Licensed Vocational or Registered Nurse, certified in CPR/First Aid and AED. Bachelor's degree preferred.

Minimum Experience: Minimum of 5+ years as a practicing nurse in education and/or a not-for-profit environment preferred.

Knowledge: Principles and practices underlying professional nursing and the special field of school health. Current trends in nursing in school health. State and local laws relating to health and social issues. High level of knowledge in the use of computers, software programs, and general office equipment.

SKILLS, ABILITIES AND QUALITIES:

- Excellent oral and written communication skills, including listening and feedback capabilities.
- Excellent interpersonal skills with the ability to interact with a wide and diverse population, including the Laurence community.
- Ability to multitask, prioritize, and follow-through effectively.
- Excellent organizational skills to manage a nurse's office with high attention to detail, accuracy, and protocol.
- Ability to apply common sense understanding to carry out duties and responsibilities.

- High level of flexibility, responsiveness, patience, compassion and kindness.
- High level of discretion in maintaining confidentiality of sensitive information and issues.
- Ability to work collaboratively in a team environment.
- High level of commitment to providing excellent customer service with the ability to develop productive work-related partnerships with staff members.
- Committed to embracing and enhancing the school's mission as it relates to the educational development of students and of maintaining a sense of community and family spirit within the school environment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- Occasionally required to lift up to 30 pounds.
- Works in a demanding environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.