



TITLE: School Nurse

DEPARTMENT: Academics

REPORTS TO: Principal

FLSA STATUS: Non-Exempt

EMPLOYMENT STATUS: Full-time

Position Summary:

The Nurse will be responsible for identifying and treating health disorders among students and providing instruction in the maintenance of good health and disease prevention. The Nurse must evaluate the physical conditions of students and refer students to appropriate resources as needed. Decisions made by this employee require discretionary judgment and analysis. The School Nurse is a full-time position whose responsibilities include, but are not limited to, the following tasks. The Nurse will work full time from 7:30 a.m. – 3:30 p.m. August 1st – June 30th.

Essential Functions:

- Collaborate with other child-support agencies and school professionals in designing and providing a school health program
- Monitor compliance of school health program with federal, state and local laws, regulations and policies
- Negotiate professional and medical services essential to the school health program
- Provide first aid care and medically prescribed services
- Maintain the security of school health supplies
- Teach freshman health classes within the physical education course during fourth quarter
- Serve as a resource person on health issues
- Provide staff development on health-related topics, including allergic reactions and blood-borne pathogens, for school staff and volunteers
- Screen and conduct health appraisals for students
- Provide follow-up evaluations on students as required
- Recommend corrective action where medical problems are identified
- Correspond with parents on health needs of children
- Record and maintain confidentiality on student immunizations, health findings, annual health records forms, and other relevant health data
- Prepare and maintain first aid supplies in each classroom
- Prepare first aid supplies and list of medical conditions and emergency phone numbers for classes, athletic teams, and student groups going on field trips

- Collaborate with other school professionals to develop and implement school crisis and MERT plans

Minimum Qualifications (Knowledge, Skills, Abilities)

- Maryland Licensed Registered Nurse
- Current CPR and First Aid for healthcare providers' certification
- Evidence of effective human relations skills
- Evidence of knowledge of federal, state, and local laws related to health services, child welfare, confidentiality, reporting and referral
- Considerable knowledge of medical disorders and treatment
- Considerable knowledge of child growth and development
- Knowledge of the school organization and the community served
- Excellent organizational and telephone, e-mail, and interpersonal communications skills
- Understanding of executive communications protocols
- Personal commitment to the Jesuit mission in education and work-study nature of the school
- Self-initiating, organized, outcomes driven, team player, excellent written and oral communicator

Disclaimer:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the knowledge, skills, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.