



Position Title:	Upper School Nurse
Position Status:	Interim, Part-time
FSLA Classification:	Exempt
Reports to:	Head of School

**Position Purpose:** Provide medical care and services to upper school students according to physician prescribed medical care and treatment orders and using established procedures and protocols.

#### Essential Functions

- Establishes, reviews and maintains medical and health services programs for the school.
- Provides medical care and services to upper school students according to physician prescribed medical care and treatment orders. Creates and maintains documentation of all treatment and medical services activity.
- Reviews yearly with upper school faculty those students with severe health issues, including those students with epipens. Epipen administration is taught/reviewed with all upper school faculty/staff at the beginning of the school year.
- Maintains upper school student immunization and other medical records, which includes gathering records over the summer.
- Follows confidentiality and privacy rules and regulations.
- Confers with students, parents and teachers regarding medical treatment; follows confidentiality policies and regulations.
- Coordinates with local health agencies and medical treatment facilities as necessary.
- Monitors, provides assistance, and administers insulin to diabetics, as required. Provides other treatment as necessary.
- Responds to emergency medical situations; performs first aid as needed; coordinates with local emergency personnel and agencies as required. Helps to create and follow proper emergency procedures and protocol for student health emergencies on the Willow Grove Campus.
- Administers the school's Bloodborne Pathogen Exposure Control Policy and Plan; provides training and keeps records as required.
- Maintains inventory of supplies and materials needed in the nurse's office; develops and monitors procedures for maintaining adequate supplies in all school first aid kits.
- Follows required cleaning and sanitization procedures.
- Responsible for checking absentees in upper school and uploading accurate information into the computer on a daily basis.

#### Qualifications

- Certified and Licensed Registered Nurse (RN).
- State licensing requirements must be met and maintained.
- Must demonstrate competency with basic word processing, spreadsheet, and internet applications.
- Ability to use basic office equipment.
- Ability to communicate effectively with all constituents in a school environment.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Minimum high school diploma; bachelor's degree preferred and a minimum of three years experience in a similar position preferred.

#### Physical Requirements and Work Environment

- Physical condition necessary for activities such as sitting, standing, walking, kneeling, crouching, stooping, squatting, and lifting an average of 30 lbs.
- Regularly use close and distance vision.
- Turn, reach, and occasionally climb.
- Work in a traditional climate-controlled environment.

#### Application Procedures

Interested candidates, please **e-mail** a cover letter, resume, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).