



Position Title:	School Nurse
Position Status:	Full-time - 10 months
FSLA Classification:	Exempt
Reports to:	Head of Upper School

Position Purpose

Direct the Upper School health services program and provide medical care and services to students, faculty and staff 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 Upper School.
- Monitors Daily COVID screening for students and follows up with all reported illnesses to ensure COVID protocols are being followed.
- Implements COVID procedures including isolation of students who become ill during the school day.
- Works closely with the Philadelphia Department of Health to initiate and communicate quarantine recommendations in order to prevent potential outbreaks within the SCH community.
- Provides medical care and services to students according to physician-prescribed medical care and treatment orders. Creates and maintains documentation of all treatment and medical services activity.
- Maintains 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.
- Administers the school's Bloodborne Pathogen Exposure Control Policy and Plan.
- Maintains the 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.
- Assists with checking absentees in Upper School and uploads accurate information into the computer on a daily basis.

Qualifications

- Licensed Registered Nurse (RN). BSN preferred.
- State licensing requirements must be met and maintained.
- Demonstrates initiative, is conscientious, and provides complete follow-through on areas of responsibility.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Strong knowledge of personal computer skills with experience in the use of web-based applications.
- Ability to use basic office equipment.
- Ability to communicate effectively with all constituents in a school environment.

Physical Requirements and Work Environment

- Essential functions require maintaining 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.

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