



## Job Description for School Nurse

Title: School Nurse	Reports to: Director of Plant Ops and Security
Schedule: 7:30am -3:30pm; Monday-Friday	Status: Exempt

The School Nurse is primarily responsible for ensuring student health and supports the learning experience of students by providing students and employees with first aid or evaluating their need for other forms of care and referring them to the appropriate resources. This position is responsible for developing and implementing health and safety policies and procedures in support of the school's mission and in compliance with federal, state and local laws.

The School Nurse also consults with and provides advice to the administration, faculty, athletic staff, and others regarding students' specific health issues which may impact their learning experience. This position also provides advice to senior administrators regarding health and safety issues as they relate to the school. The Nurses' Office is responsible for maintaining updated health records and files, communicating with parents as necessary and providing general health guidance to families as appropriate.

This is a 12-month position which includes fifteen (15) paid vacation days. Vacation may not be taken during the month of July. Commit to working one additional week during the week of August to prepare student health forms and coordinate follow-up with parents.

### Minimum Requirements:

- Preferred minimum of three years of experience as a school nurse
- Must have experience working with elementary aged children
- Must have a valid license to practice as an LVN/RN by the state of California
- Experience working with families and students regarding pediatric health needs
- Appreciates and values the independent school culture with regard to partnership with families
- Knowledgeable of common pediatric illnesses and conditions such as asthma and allergies
- Annually, participate in a minimum of 30 hours of state required health education
- Must maintain current certification in CPR and First Aid

### Essential Functions/Duties:

- Provide health services for children Preschool through Grade Six
- Administer prescription drugs for children whose parents provide documentation for such services

- Obtain and track all student health and immunization records through health management software Magnus Health
- Support data collection and entry
- Serve as a member of select Safety focused Committees, including Covid-19 Task Force
- Serve as liaison to County Health Department for all Covid-19 related issues, including all reporting and documentation related to Covid-19
- Serve as the on-site health care consultant for school personnel and students
- Coordinate and participate in the establishment, review, and implementation of school health services, policies, and procedures, including procedures related to Covid-19
- After assessing the needs of a sick child, make the decision to send the child home as necessary
- Review and update all standard forms for the school health program
- Implement communicable disease control within the school, including monitoring, surveillance and participating disease prevention and outbreak management within the school
- Provide professional health leadership to the administration and Head of School
- Identify students with special health care needs
- Serve as the liaison to parents for effectively communicating health concerns regarding their children
- Write incident reports as necessary and inform administration of serious injuries or illnesses
- Authorize the purchase of emergency student lunches after checking allergy information
- Maintain summary daily attendance reports and update based on late arrivals and early departures to support emergency response
- Being on campus by 7:30am each morning to support our drop off program for families
- Support pick up for students and families from 2:45-3:30 each day
- Support recess coverage on an as needed; all adults at St James' are teachers
- Partner with security and reception to provide coverage in coordinating entry of school visitors
- Serve as a leader for any emergency crisis that may require triage management
- Maintain sufficient supplies for health office for daily use and emergencies
- Other duties as assigned

### **About St. James' Episcopal School**

Founded in 1968, St. James' Episcopal School inspires in our students a lifelong love of learning, joy in service and deep compassion and empathy for our complicated but beautiful world. We believe that true excellence only come through joyous, rigorous and student centered instruction. We see God's spirit and joy in every person. Service to community, particularly the unhoused and the hungry, is vital to our curriculum. Spanning from preschool through grade 6, our

graduates matriculate at the strongest middle schools in Los Angeles and throughout the United States. An Episcopal School, St. James' celebrates all faith traditions and does not discriminate based on religion or creed, sexual orientation, gender identity, race or ethnicity.

Candidates interested in this position may email a cover letter and resume to [careers@sjsla.org](mailto:careers@sjsla.org). Please use the subject line "School Nurse".