



## WESTRIDGE SCHOOL

### Assistant School Nurse

Westridge School is an independent day school for girls located in Pasadena, California. Founded in 1913, the school has an enrollment of approximately 540 girls in grades 4 through 12 and has a long-standing reputation for the excellence of its academic program. Westridge is committed to educating intellectually adventurous thinkers, and courageous, compassionate leaders. Westridge is a vibrant and diverse community that is grounded in the commitment to goodness in all aspects of life and learning. Students are encouraged to learn and thrive in new ways, to try new things, and to be resilient. The school balances challenging academics and a focus on leadership development with a deeply ingrained culture that prioritizes physical and emotional wellness and treating oneself, others, and the world with integrity, respect, responsibility, and inclusion. At Westridge, girls gain the confidence and courage to stand up and speak for the ideals of responsibility and integrity as they take their places in an ever-changing world.

Westridge is seeking an enthusiastic, organized, and hardworking health practitioner to join our educational community to provide health care support for students. The assistant school nurse supports the learning experience of students by providing students with first aid and evaluating their need for other forms of care and referring them to the appropriate resources. S/he is responsible for assisting the health office with 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 assistant school nurse consults with and provides advice to other staff and faculty regarding students' specific health issues which may impact their learning experience. This position helps support the school's summer school, summer camp, and summer sports activities. This position reports to the school nurse.

#### Specific Responsibilities Include:

- Administer prescribed and over the counter medications to students according to physician orders; dispense medication per established procedures
- Assist student with physical care when necessary
- Interact with school personnel, parents, and the community when appropriate with professionalism and understanding
- Contact parents, health care professionals, and paramedics as required by the nature of the emergency
- Understand, manage, and input data into Magnus Health, the school's health database
- Maintain records and documentation related to student and physician instructions using Magnus Health
- Record services rendered and interpret and explain records, reports, and activities
- Provide relevant information (within HIPAA guidelines) to chaperones who will be supervising students on field trips or other off campus activities
- Work collaboratively with school personnel to generate lists and track students who have met criteria for school attendance during pandemic measures
- Report suspected child abuse or neglect
- Work with the school nurse to keep the health office organized and well stocked with needed supplies, including proper disposal of expired medications
- Assist with contact tracing as needed
- Perform other related duties as assigned

#### Qualifications

- RN or LVN
- 1-2 years of experience in school nursing or pediatric care in another setting

- Valid First Aid, CPR and AED Certification from the American Heart Association
- Ability to function independently with students as needed and to prioritize needs of students when there are several needing care simultaneously
- High degree of proficiency with Microsoft Office software and health care data management systems, preferably Magnus Health
- Ability to complete detailed data entry with a high degree of accuracy
- Patience, understanding, and receptive attitude toward children with an illness or injury
- Demonstrated ability to maintain discretion and confidentiality
- Ability to understand and follow oral and written directions
- Ability to understand and apply rules, regulations, policies, and procedures
- Excellent interpersonal, written, and verbal communication skills
- Collaborative and collegial attitude
- Diligent and well-organized work habits
- Strong commitment to the mission and vision of Westridge School

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to sit or stand for extended periods, use a stepladder, and assist in emergencies as in fire and earthquake drills

### **Schedule and Salary**

This is a part-time, non-exempt position. Must have flexibility to work evenings and weekends when necessary. Salary range depends on qualifications and experience.

### **To Apply**

Send cover letter, resume, and references to [Jobs@Westridge.org](mailto:Jobs@Westridge.org). Include "Assistant Nurse" in the subject line.

***Westridge School is an equal opportunity employer. Applicants are evaluated without consideration of race, color, religion, gender, national origin, age, sexual orientation, marital status, disability, veteran status or any other characteristic protected by applicable law. For more information: [www.Westridge.org](http://www.Westridge.org).***