



## AUSTIN PREPARATORY SCHOOL

### School Nurse

Academic Year, Full-time, 9-5, M-F

The School Nurse is responsible for establishing the protocols for health services at Austin Prep while ensuring adherence to legal requirements, for overseeing the daily operation of the Health Office, management of student medical records, and ensuring compliance with national, state and local health laws. The School Nurse is also responsible for working with Parents to establish support for students with chronic illnesses or disabilities. Reporting to the Assistant Head of School, or designee, the School Nurse will focus on:

- Supporting the School and its leadership in advancing the mission of Austin Prep and safeguarding the School's Roman Catholic identity and Augustinian heritage.
- Management of the Health Office by establishing protocols of care for students.
- Developing, in conjunction with parents and outside health professionals, health plans for students with chronic illnesses and disabilities.
- Educating students and staff on healthy habits, such as proper nutrition and hygiene.
- Detecting health problems in early stages through regular screenings and health records review.
- Management of students' medical records, including updating health assessments, physical examinations, vaccination records, and clearances when students are returning to school following an illness.
- Ensure school environment is safe for children and school staff from a medical health perspective (e.g. prevention of communicable diseases).
- Write referrals for pediatricians and other health specialists.
- Ensure compliance with national and local health laws.
- On-call availability when the need arises.
- Support and adhere to Employee Handbook policies and procedures.
- Support Administration in preparation of documents, reports, and correspondence.

#### Desired Results:

- Manage an effective Health Office that provides the appropriate medical assistance to students, faculty, and staff.

- Update health records information support systems.
- Establish and maintain confidence in a healthy environment.
- Foster an appropriate care protocol.
- Proactively maintain best practices for an independent school Health Office.
- Exercise flexibility and accommodation in the event of unforeseen challenges surrounding public health impacting the School.

Responsibilities include, but are not limited to:

- Oversee and provide basic healthcare to students for injury or acute illness.
- Oversee management of student health records and update to Veracross.
- Manage Health Office records, including periodic audit of records for completeness and compliance to laws.
- Provide consultation on school health issues, both clinical and management, to parents, students, school administrators, school nurses, school physicians, local boards of health, health educators, teachers, counselors, municipal agents, health care providers, etc.
- Update and manage student health records while maintaining best practices and adherence to legal requirements.
- Provide health services to students, faculty, and staff as needed or requested.
- Continually seek appropriate professional development opportunities for purpose of achieving both current knowledge and forward-thinking initiatives to benefit the successful operation of the Health Office.
- Availability to accompany students on field trips, both day trips and overnight trips.
- Communicate effectively with school community.
- Anticipate supply and equipment needs appropriate to maintaining a successful Health Office, and affiliated programs.
- Other duties as assigned by the Head of School, or designee.

Required Skills/Abilities:

- Impeccable organization skills with meticulous attention to details.
- Able to establish rapport with students and their parents
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, and Access).
- Strong interpersonal and communication skills.
- Must have a warm, yet practical, approach to delivering medical care.

Physical Requirements:

- Must be able to work on your feet, at times for prolonged periods.
- Must be able to work sitting at a desk, at times for prolonged periods.
- Must be able to lift up to 25 pounds at times.

Education and Experience Requirements:

- Registered Nurse
- Bachelor degree in Nursing
- 5-7 year of Nursing experience, preferably in a school setting.
- 2-4 years of management experience.