



Assistant School Nurse

Carrollwood Day School has an immediate opening for an Assistant School Nurse. This new 12 month full-time position will work collaboratively with our Head School Nurse to manage and monitor the health and safety of students at the school. Our new nurse will have a schedule staggered to overlap with the Head Nurse during the school day, and extend through our after school programming; hours are Monday through Friday from 10:00 am to 6:00 pm.

Well qualified candidates will have (at minimum) an unrestricted certificate for Licensed Practical Nurse in the state of Florida, is committed to keeping current and honing their craft, and has a genuine love of working with school aged children and interest in partnering with others in a school setting.

Essential Functions and Responsibilities:

- Perform medication administration and student-specific procedures and assist in managing injuries and illness complaints that occur during the school day/extended day
- Respond to emergencies with care, efficiency, confidence, and compassion
- Provide nursing care to students with physical, emotional, and social health problems or identified as high risk for developing health problems using the nursing process as outlined in the Florida Nurse Practice Act
- Provide/administer medication, procedures, and treatments using the nursing process as outlined in the Florida Nurse Practice Act, and following school guidelines and policies
- Manages student health data/records in Magnus, the school's health management software, ensuring that information, vaccinations, and exams are up to date
- Collaborates with administrators to ensure that appropriate student health data is available through Magnus to appropriate personnel on an as-needed basis for field trips, athletics events, and other off-campus student events
- Maintain appropriate communication with Head school nurse, students, parents/guardians, faculty and administrators
- Assist with health related trainings, special projects, and vaccine clinics, as needed
- Be a team player; cheerfully participate in and/or assist with other duties and routines regularly part of a school environment
- Meet regular and timely attendance requirements, including trainings and other required events
- Adhere to School policies as described in the Employee Handbook and other materials

Qualifications, Skills, and Attributes:

- Current unrestricted certificate for Licensed Practical Nurse in the state of Florida (minimum qualification)
- Current CPR certification
- Bachelor's degree preferred
- Experience as a School Nurse, preferred
- Experience working with PK-12 children preferred; strong knowledge of child development
- In-depth knowledge of Florida State Laws governing nurses

- Competent and confident nursing skills and knowledge
- Demonstrate a strong work ethic and sense of personal responsibility; assimilate information with accuracy and consistent attention to detail
- Consistently adhere to schedules and meet deadlines
- Strong understanding and utilization of appropriate customer service skills within an independent school environment
- A high degree of professionalism and discretion; Understand and maintain appropriate confidentiality
- Skilled at information gathering and data management
- Highly proficient in data management systems and computer applications (e.g., Google Suite, Jotforms, Excel); comfortable and adept with changing technology
- Demonstrate the ability to think independently and critically, manage multiple tasks simultaneously, anticipate and resolve time-sensitive issues with excellent judgment and little or no supervision
- Ability, willingness, and judgment to interact and communicate effectively and professionally with all constituents in a school environment
- Enthusiasm and commitment to the vision, mission, and philosophy of the School

CDS offers a competitive salary and comprehensive employee benefits package, generous paid time off, 401K match, and tuition remission.

Qualified candidates should send resume and statement of interest to Larry Pittman, CFO:
lpittman@carrollwooddayschool.org