



Position Title: School Nurse
Position Status: Part-time (10 months, 2 days/week)*
FLSA Classification: Exempt
Reports To: Head of Lower School

Position Purpose

In collaboration with the other SCH health staff, the School Nurse directs the Lower and Middle School health services program and provides medical care and services to students, faculty and staff according to physician-prescribed medical care and treatment using established procedures and protocols.

Essential Functions

- Establishes, reviews, and maintains medical and health services programs for the Lower and Middle School.
- 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 Lower and Middle 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 email a cover letter, resume, and contact information for three references to careers@sch.org.

**Start date may be Spring, 2023 or late August 2023, depending on candidate availability.*

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