



Health Office—Registered Nurse Substitute

St. John's Episcopal School, a faith-based independent school in Rancho Santa Margarita for students from two years old through eighth grade, seeks an on-call Registered Nurse substitute. The school nurse provides nursing care that promotes, maintains, and restores optimal health for students, parents, faculty, staff, and others. The School Nurse works directly with the health and wellness team and upholds St. John's key standards of caring, commitment, and confidentiality.

Position Type: Part-time

Compensation: \$30 per hour

Primary Responsibilities

- Provides nursing care to students from preschool through grade 8, including documentation of all care via an electronic health-records system.
- Renders first aid to injured and ill students.
- Assesses and manages medical emergencies that may occur on campus—such as anaphylaxis, head injuries, musculoskeletal injuries, seizures, diabetic care, etc.—based on school protocols.
- Administers medication supplied by the parent with written orders from a physician and signed consent of the parent.
- Performs other related duties as required.
- Completes administrative tasks related to the management and care of students.

Qualifications: Knowledge and Abilities

- Knowledge of basic principles and practices of first aid, CPR, and health care
- Knowledge of immunization laws and procedures
- Knowledge of community emergency-medical resources
- Knowledge of correct English spelling, grammar, and punctuation and of basic mathematics
- Ability to read prescriptions and directions from school nurse and/or physician's directions regarding treatment
- Ability to learn and follow a variety of medical treatments and specialized health-care procedures
- Ability to learn terminology and operation procedures of a variety of health-care equipment
- Ability to maintain confidentiality and to prepare and maintain accurate health records and reports

Qualifications: Education and Certification

- Current Registered Nurse (RN) license
- BCLS certification
- Minimum of three years of experience as a Registered Nurse

How to Apply

All applicants will need to complete the online application on the St. John's Career Opportunities web page (<https://www.stjohns-es.org/partner-with-us/career-opportunities>). Applicants should also provide other supporting documentation, such as copies of degrees, credentials, and special certifications.

It is the policy of St. John's Episcopal School to conduct our relationship with employees and applicants under Title VII of the Civil Rights Act of 1964 without regard to race, color, religion, ancestry, national or ethnic origin, gender, age, physical or mental disability, medical condition, marital status, sexual orientation, political affiliation or belief or any other characteristics protected by federal, state or local laws. The employment-related provisions of the Americans with Disabilities Act (ADA), as well as the California Fair Employment & Housing Act (FEHA), apply to all employees and job applicants.