



Full Time (35 hours) Registered Nurse Position (School Setting)

Jesuit High School (JHS) is a Catholic, college preparatory school in the Jesuit tradition. Located on the border between Portland and Beaverton, Oregon, JHS is recognized locally and nationally for excellence and innovation in all of its programs. Jesuit High's motto, *Age Quod Agis* ("Do well whatever you do"), follows in the five-century tradition of St. Ignatius, who demanded that Jesuit schools make use of the best pedagogical practices of the day to allow students to flourish. We are seeking professionals who have the ability to provide academic, educational and personal inspiration to our students, toward our goal of preparing "men and women for others."

The successful candidate for this position will be a Registered Nurse (RN) who demonstrates experience/expertise as a health care provider, a dedication to caring for and working with a diverse population of students and faculty/staff, and a deep interest in being part of a mission-driven community. The nurse will collaborate with students, parents/guardians, faculty, staff, coaches, athletic trainers, counselors, learning support personnel, and administration. Our school has made a strong commitment to promoting diversity of our faculty and staff; we encourage persons of all backgrounds to apply.

BASIC RESPONSIBILITIES

- Manage the health and wellness of students and follow students with chronic conditions; work with parents/guardians, counselors, and staff to establish a plan to optimize learning and staying at school.
- Administer over-the-counter (OTC) and prescription medications to students; document all interactions with students.
- Work with Jesuit High School's designated MD to annually evaluate student formulary and staff training.
- Manage concussions with weekly communication with the concussion team.
- Manage communicable disease and covid-related illnesses.
- Annually train staff on Medication Administration, Severe Allergic Reaction, Narcan Administration and any other required and relevant topics.
- Assist in organizing staff/faculty CPR training done by a third party.
- Work with the Oregon Department of Education, Washington County Local Health Department, and Oregon Department of Education as needed for health related issues.
- Update and create policy and procedure as needed relevant to the nurse role.

- Manage Self Medication Agreement forms, FARE forms, Diabetic Treatment Orders, and Authorization for Medication Administration forms.
- Manage and order health supplies commonly used throughout the school year including Narcan and Epinephrine.
- Review and update student handbook and health and wellness section of Jesuit website.
- Manage the required student immunizations and work with ODE to maintain compliance.
- Review and manage the required sports physicals.

MINIMUM QUALIFICATIONS

- Bachelor's degree or higher. Possession of current Oregon Nursing license.
- Possession of or ability to obtain an Oregon school nursing certification.
- Current CPR/BLS certification.
- Capable and well versed in working in teams as well as possessing high interpersonal, verbal, and written communication skills.
- Experience working with pediatric and adolescent populations preferred.
- Satisfactory clearance of a background check and eligibility to legally work in the United States (sponsorship of a work visa or work visa extension not available).

GENERAL INFORMATION

- Salary Range: For the current academic year, the salary ranges from \$54,000 - \$67,500 based on education and experience. Salary is based on approximately 35 hours/week, working during the school year (generally same holidays and vacation dates as students).
- This position is classified as a full-time exempt position.
- Benefits package includes medical, dental, and vision; 403(b) after 1 year, and other benefits.
- This position will begin work on/about August 14, 2024, to prepare for the school year and to be completed in accordance with the published school calendar as instructed by the school's administration.
- New staff may be asked to or expected to complete some preliminary training and/or engage in preliminary onboarding experiences during the summer of 2024.
- The Vice Principal will evaluate the School Health Nurse each year. The evaluation will be based on the duties and responsibilities listed above.
- Hours are school days, Monday through Friday, 7:30 am - 3:00 pm.
- This position is open until filled.

Notice of Non-Discrimination: Jesuit High School provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information or any other characteristic protected by law. Jesuit High School provides equal employment opportunities without regard to religion when Catholic faith is not a job requirement.