



School Nurse
Long-Term Substitute
(Position Available: Winter 2025)

Sacred Heart Academy Bryn Mawr (SHA) is seeking a part-time, hourly, and non-exempt School Nurse for a long-term substitution position from February 24, 2025 through June 6, 2025. The School Nurse will be responsible for on-site recommendations and management of health-related issues including direct interaction with children, families, and school personnel.

As the School's primary medical caregiver, the nurse supports the health and wellness of all students in grades K-12 and adult members of the community. The nurse must be collaborative and able to work well on a team. As a member of our multi-disciplinary team, the nurse delivers health services for students in a timely manner; offers assessment and medical referral; educates the community on important health issues; identifies health problems and collaborates with parents, primary care physicians, school counselors, Safety Coordinator, division heads, administrators, and teachers to develop student healthcare plans; and ensures the safety and health of the community. Sacred Heart Academy is interested in candidates with experience in school health, pediatrics, concussion management, triage, and community health.

Responsibilities include but are not limited to:

- Manage all health information and health care at school.
- Work together with the School counselors, Safety Coordinator, division heads, administrators, and teachers to develop and uphold student healthcare plans.
- Provide assessment, triage, and care of sick or injured students and staff.
- Communicate with parents/guardians in a timely manner regarding medical issues.
- Document student visits and any other information using MySHA, the School's online portal.

- Oversee prescription and non-prescription medication administration in accordance with state regulations, including storage, handling, and documentation.
- Ensure that health-related school policies are followed and updated, as needed. This includes medical illness and counseling, bloodborne pathogens, concussion, and child protection policies.
- Assure school compliance with Pennsylvania health and immunization forms and health policies, as needed.
- Coordinate and supervise the in-school care of concussed students with their doctor, parents, division heads, school counselors, school advisor, and teachers.
- Train field trip chaperones on the administration of medication in accordance with Pennsylvania and local laws.
- Manage inventory of healthcare supplies.
- Manage safe disposal of biomedical waste.
- Serve as a contributing member of the School Crisis Team.

Qualifications:

- Registered Nurse (RN) or Licensed Practical Nurse (LPN) with license in good standing is required.
- Certification in School Nursing preferred though not required.
- At least 3-5 years of relevant experience preferred.
- BLS/CPR certification is required.
- Ability to communicate well with students in Grades K-12, faculty, staff, administrators, and parents.

Interested candidates should email a resume, cover letter, and list of three professional references with contact information to admin.opening@shabrynmawr.org. Please include "School Nurse" in the subject line.

To learn more about Sacred Heart Academy Bryn Mawr (SHA), visit us at www.shabrynmawr.org.

SHA Overview

Sacred Heart Academy Bryn Mawr is part of a network of 25 Sacred Heart schools located in North America which share a common heritage and vision. There are more than 150+ Sacred Heart schools around the world, providing an international campus for our students at Bryn Mawr through exchange programs, summer workshops, and service opportunities. Sacred Heart Academy is accredited by the Pennsylvania Association of Independent Schools (PAIS) and is a

member of the Network of Sacred Heart Schools | United States and Canada, Advancing Independent Schools (ADVIS), the National Association of Independent Schools (NAIS), and the International Coalition of Girls' Schools (ICGS).

Mission

Sacred Heart Academy educates college-bound women by cultivating their self-confidence, guiding them to realize their personal and scholastic potential and their responsibility to others, and by preparing them to meet life's challenges - all within an academic and religiously diverse community that focuses on spiritual values and the individual student.

Sacred Heart Academy Bryn Mawr commits itself to educate to the *Five Goals and Criteria* of a Sacred Heart education which unify us with the Network of Sacred Heart Schools.

Notice of Non-Discrimination

The School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.