



Position Title: Director of Nursing
Position Status: Full-time, 12 months
FLSA Classification: Exempt
Reports To: Heads of Lower and Middle School

The Director of Nursing supports the Heads of Lower and Middle Schools, faculty, and students to ensure that we are living our mission and values daily. This new position starts July 1st, 2025.

Essential Functions:

- I. **Leadership Responsibilities:**
 - A. Establishes, reviews, and maintains medical and health services programs for the Lower and Middle Schools.
 - B. Manages the Upper School/Early Childhood Center Nurse and Athletic Trainers as it relates to concussions.
 - C. Manages the Health Services Budget.
 - D. Liaises with the School's Medical Director (Currently External).
 - E. Communicates with administrators, faculty, staff, and parents to promote student health and well-being.
 - F. Partners and coordinates with the Athletic Training Team to coordinate concussion support and response protocol.
- II. **Preventative Care:**
 - A. Organizes hearing, vision, and other student screenings.
 - B. Follows required cleaning and sanitation procedures.
 - C. Delivers health education/prevention information to students/campers.
 - D. Organizes and encourages CPR and First Aid training for faculty and staff.
 - E. Ensures student medical and vaccination records are up-to-date.
- III. **Acute and Follow-Up Care:**
 - A. Responds to emergency medical situations; performs first aid as needed; coordinates with local emergency personnel and agencies as required.
 - B. Monitors, provides assistance, and administers insulin to diabetics, as required. Provides other treatment as necessary.
 - C. Confers with students, parents, and teachers regarding medical treatment; follows confidentiality policies and regulations.
- IV. **Medication Administration**
 - A. 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.
 - B. Coordinates with local health agencies and medical treatment facilities as necessary.
 - C. Works closely with the Philadelphia Department of Health to initiate and communicate quarantine recommendations in order to prevent potential outbreaks within the SCH community.
 - D. Administers the School's Bloodborne Pathogen Exposure Control Policy and Plan.
- V. **Administrative Duties**
 - A. Assists with checking absentees in Lower and Middle Schools and maintains accurate records in the school's database.
 - B. Maintains the inventory of supplies and materials needed in the nurse's office.
 - C. Develops and monitors procedures for maintaining adequate supplies in all school first aid kits.
 - D. Performs other duties as assigned.

Qualifications

- Licensed Registered Nurse (RN). BSN preferred.
- State licensing requirements must be met and maintained.
- CPR-certified trainer preferred.

- 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

- Work in an environment dealing with a wide variety of deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods.
- Be able to lift up to 20 lbs occasionally.
- Work primarily in a traditional climate-controlled office environment.
- Able to move around an office and other school environments.

Application Procedures

To be considered, candidates must upload a cover letter, resume, and information for three professional references through our online platform. Please follow this [link](#) to apply.

Springside Chestnut Hill Academy is an Equal Opportunity Employer.