



**Title: School Nurse**

**Reports to: Director of Finance and Operations**

**Job Description:**

The Grosse Pointe Academy seeks a School Nurse for children ages 2 ½ - grade 8 and for faculty and staff. This is a full-time, ten-month position and serves as a member of the Cabinet team. The candidate will provide health services to assist students, faculty, and staff to achieve and/or maintain their best health through educational guidance and compliance with local, state, and federal health regulations. This candidate should have previous nursing experience and a willingness to help support the various programs at The Grosse Pointe Academy. Candidates should demonstrate flexibility, energy, enthusiasm, high expectations of themselves, and an understanding of the developmental needs of children.

**Essential Duties and Responsibilities:**

**Nursing**

- Provide basic healthcare to students and staff for injuries or acute illness that occur while at school
- Develop and maintain Nursing Care Plans and Emergency Action Plans for students with chronic illnesses or disabilities
- Manage immunization records and file reports with the State of Michigan
- Report communicable diseases to the local health department weekly
- Manage attendance records electronically, contacting parents if a student is absent
- Maintain current knowledge on evidence based practices and community health issues
- Maintain compliance with national and local health laws
- Manage electronic health forms in Blackbaud
- Attend and provide a report at the monthly cabinet meeting
- Manage medications to ensure all Epi-pens, inhalers, and medications are not expired
- Teach in-services for faculty and staff (CPR/First Aid/Epi-Pens/Diabetes/Seizures)
- Teach nutrition, hygiene, and Human Development as requested
- Attend overnight field trips (if requested) for various grades
- Attend after school events which require medical services
- Provide coverage for the main desk or classrooms as needed
- Write and update medical policies as needed
- Manage a budget for the clinic
- Stock medical supplies and reorder as needed
- Schedule a flu shot clinic for faculty and staff
- Manage health screenings as needed such as Hearing and Vision Screening
- Work with kitchen staff to provide healthy, allergy safe meals for all students
- Extra duties as assigned



### **Emergency Preparedness/Drills**

- Manage and organize the active shooter drills to train faculty and staff in August
- Run emergency drills, write reports, and post the reports to the GPA website
- Schedule and manage reports for all State of Michigan required emergency drills
- Manage online training for all employees through Navigate 360 and Vector Solutions
- Complete paperwork for the Early School licensing book
- Willingness to obtain an Enhanced ALICE Instructor designation

### **Experience and Qualifications:**

- A Bachelor of Science degree in Nursing required or in progress
- Licensed as a Registered Nurse in Michigan preferred
- Pediatric and/or work experience with students preferred
- At least two years of nursing experience, preferably in a school environment or other non-profit organization
- Valid CPR certification
- The successful candidate must provide a mandated State of Michigan Child Care and FBI fingerprint clearance required

### **Desired Skills:**

- Outstanding speaking and writing skills
- Great organizational skills
- Ability to work independently
- Flexible schedule in order to meet the needs and demands of the position
- Proficient with Google Workspace
- Adherence to strong professional ethics and legal requirements for confidentiality regarding students' records; discreet handling of sensitive information
- Ability to maintain effective working relationships with students, parents, faculty, and staff
- Follow all school policies and procedures as stated in the Faculty/Staff Handbook

This job description is intended to describe the general nature and level of work being performed by an incumbent in this job and the qualifications needed. The job description should not be construed as an exhaustive list of all job duties that may be performed by a person so classified and should not be construed as an exhaustive list of all qualifications that may be required.



The Grosse Pointe Academy's curriculum and learning environment nurtures, challenges, and inspires our students. To learn more about The Academy Cornerstones, visit [www.gpacademy.org](http://www.gpacademy.org) and select Who We Are for more information.

To apply, send a letter of interest, resume, and references to Human Resources at [hr@gpacademy.org](mailto:hr@gpacademy.org)

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