



INSTITUTION OVERVIEW

HISTORY: Founded in 1909 by the Sisters of St. Dominic from Newburgh, NY, the teachers and staff at Immaculata have long served students from many backgrounds and of various faiths from the Durham community and beyond. The Sisters believed that a Catholic education that demands academic excellence should be available to any family who sought such a foundation. More than a century later, Immaculata continues its legacy by educating students with the same focus and mission.

MISSION: Immaculata Catholic School empowers students with a faith-based education shaping curious thinkers, engaged citizens, and compassionate leaders. Embracing our diversity, students build a foundation of empathy, integrity, and academic excellence that prepares them for a life of service to the common good.

ROOT BELIEFS: Immaculata operates on the following root beliefs:

- Every person is a beloved and unique child of God.
- Our diversity strengthens and unites us.
- God is present in all that we do.
- Like a family, ICS is a safe, loving and supportive place.
- Everyone can learn, and we are learning all the time.

CORE VALUES: IMMACULATA WAY OF LIFE (RISE)

Character development, faith formation, and academic excellence are inseparable at Immaculata Catholic School. All members of the Immaculata community are expected to embrace the following governing principles which promote our way of life:

- **Respect** God, self, and others. Recognize that every person has worth and act accordingly. Treat all people and all life with dignity.
- Be a person of **Integrity**. Always tell the truth and be responsible for your thoughts and actions.
- Live a life of **Service**. Ask, "What can I do for others?" Strive to use your gifts to make the world better for everyone.
- Produce **Exemplary** work. Show that you care for God, yourself, and others by consistently doing your best.

JOB DESCRIPTION

Position: ICS School Nurse Consultant

The Contractual School Nurse will provide professional nursing services to support student health needs on a part-time or as-needed basis. This position focuses on ensuring proper management of student medications, maintaining accurate health records, and advising administration on health-related matters that arise throughout the school year.

Key Responsibilities / Day-to-Day Job Functions:

- Summary:
 - Provides **occasional in-person check-ins (2–3 weeks in Semester 1, 1–2 in Semester 2)** for plan updates or screenings.
- Review and organize student health files, ensuring all required medical documentation (immunizations, care plans, medication forms, etc.) is current and compliant in conjunction with school administrative team members.
- Manage medical and administration plans regarding student medications, including prescription and over-the-counter drugs, following school policy and state regulations.
- Coordinate with families, healthcare providers, and administration regarding students with specific medical needs (e.g., diabetes, severe allergies, asthma, seizure disorders).
- Develop and update individualized healthcare plans and emergency action plans for students with diagnoses of all types, including chronic or severe health conditions, in conjunction with school administration and families.
- Provide training and guidance to school staff on relevant health concerns, such as administering EpiPens, recognizing symptoms of medical emergencies, first aid/CPR or managing diabetic care.
- Advise administration on best practices related to student health and wellness, communicable disease management, and health protocols.
- Serve as an on-call resource for health-related questions or concerns that arise throughout the school year.
- Support compliance with state and local health regulations.

Minimum Requirements

- Minimum level of Education: Bachelor of Science in Nursing (BSN)
- Minimum amount of Work Experience: 5 years
- Years of related work experience: 5 years
- Area of related work experience: Nursing

Preferred Qualifications

- Licensed Registered Nurse (RN) in North Carolina.
- Current CPR and First Aid certification required.
- Experience in school nursing, pediatrics, or community health preferred.
- Strong organizational, communication, and documentation skills.

- Ability to collaborate effectively with school personnel, students, and families.

Job Type: Hourly, As Needed

Salary: Salary commensurate with education and experience.

Schedule: This is not a daily position. Hours are flexible and based on school needs, such as start-of-year health record review, periodic medication audits, and as-needed consultation.

Education: Bachelor's (Required)

Work Location: In person and remote