



JOB DESCRIPTION

Title: School Nurse

FLSA Status: Exempt Non-Exempt
 Non-Exempt - Part-time

Job Summary:

Acting in the spirit of cura personalis, the School Nurse is responsible for assessing and overseeing the physical health of students, including providing students with basic health services throughout the school day, monitoring dosage of prescribed medications, managing plans for students with chronic health conditions or disabilities, and advising parents, teachers, coaches, and counselors of health concerns. The School Nurse is also responsible for recommending strategies and enforcing protocols for faculty, staff and students for preventative care, health education, infection control, and generalized health emergencies.

Specific Responsibilities:

- Monitor school environment and make recommendations to ensure a healthy and safe school environment for students, faculty and staff
- Detect health problems in early stages through regular screenings, including hearing and vision
- Provide basic treatments for students, faculty and staff in case of injury or illness on campus
- Administer or coordinate on campus vaccinations, such as flu shots, where allowed
- Develop health plans for students with chronic illnesses and disabilities
- Work with parents to ensure that students take appropriate dosage of medication where required
- Educate students and staff on healthy habits, such as proper nutrition and hygiene
- Maintain current and complete medical history on students, including immunization records
- Assist families of students with finding outside care, including referrals to medical professionals

- Consult with other school professionals such as teachers, coaches, and counselors on specific or generalized health concerns
- Oversee infection control measures and develop strategies to prepare for a generalized viral outbreak, school epidemic or area pandemic, including guidelines for the purchase, distribution, and use of personal protective equipment, and protocols for personal interaction and distancing, including school closure, if necessary
- Coordinate on campus blood drives
- Maintain current knowledge of and ensure compliance with national, state and local health laws

Supervision Exercised:

May supervise or direct work assignments of project or team personnel or contractors as assigned

Supervision Received (title of supervisor):

Reports directly to Principal

Minimum Qualifications:

- **Education:** BSN, RN, or LPN from an accredited institution with current Missouri license. CPR certification.
- **Experience:** BSN or RN - minimum of one year nursing, teaching, or counseling experience in an elementary, middle or secondary school. LPN - at least five years' experience providing health services in an elementary, middle, or secondary school.
- **Skills/Demonstrated Abilities, Additional Knowledge:** Demonstrated ability to communicate and interact with high school and middle school students and parents. Knowledge of health resources, local medical practitioners and medical equipment suppliers. Knowledge of local, state, and national health regulations that apply to elementary, middle, or secondary schools.

Additional Preferred Qualifications:

- MSN, DNP-NP
- Experience in strategic planning, presenting on health related topics
- Practicing Catholic, committed to Catholic orthodoxy and Ignatian philosophy

Unusual or Disagreeable Working Conditions: Possible exposure to infectious diseases