The Harvey School

School Nurse Job Description

Position Description

The School Nurse is a full-time position that manages the health office to ensure optimum health and safety of students by providing immediate medical care and accurate management of medication and information to maximize health and wellness in the school community. In addition, this role will provide wellness support through individual education and resource development for students, employees, and parents.

Primary Responsibilities

- Provide both emergency and preventative medical care for all persons at The Harvey School.
- Maintain and implement school health policies in order to protect the health and safety of students and staff and to comply with New York laws and health mandates.
- Maintain accurate student health records in a confidential manner in order to provide health reports and statistical analysis, and for monitoring students with health problems or concerns. Also responsible for completing confidential employee health injury records.
- Implement and monitor procedures for the safe storage and administration of student medication for those with chronic physical concerns or conditions and medication for general dispensing in line with health regulations.
- Maintain first aid equipment to be used in classrooms and field trips, as well as specialty first aid equipment such as EpiPens.
- In case of emergency, provide necessary direction to administrators to ensure the situation is managed in a manner that will optimize the health, safety, and well-being of the Harvey community, and is in line with government guidelines.
- Coordinate health requirements for school trips, including collating student health information and providing required equipment.
- Other duties as assigned.

Minimum Qualifications

- Education: Bachelor of Science in Nursing degree preferred.
- Certifications/Licenses: Registered Professional Nurse or Licensed Professional Nurse, CPR/First Aid/AED
- Experience: Minimum of 5 years of clinical nursing experience, preferably in schools or as a pediatric or emergency room nurse.
- Specific Skills: High-level interpersonal skills, including the ability to relate to students, staff, faculty, and parents, coupled with solid written and verbal communication skills.
- Demonstrated organizational and crisis management skills, with the ability to multitask and remain calm in a demanding environment.
- Strong health assessment skills with the ability to intervene appropriately in emergency circumstances and drive change in health programs to continually meet the needs of students and staff.
- Ability to coordinate and facilitate services between the School, local health agencies, and other community resources.
- Understand and maintain confidentiality within the School health office.

Salary Range: $70,000 - $85,000

To apply for this position:
Please send a single PDF file that includes a cover letter, resume, and three references to employment@harveyschool.org. Please include the position title in the subject line.