



## School Nurse Job Description

Christina Seix Academy, an independent Pre-K to 8th grade boarding school, is seeking an experienced School Nurse. Our purpose is to empower extraordinary young people to grow "From Potential to Achievement" by addressing the systemic educational and other barriers that have historically held back children from marginalized communities. We are proud to employ a culturally diverse faculty that is reflective of our diverse student population.

The School Nurse supports a broad array of health programs and services that support the educational, athletic, and developmental needs of the CSA student body. The School Nurse's specific responsibilities are to support the strategic vision and programming of the health team and provide support within the CSA community. This position reports to the Senior Director of Child and Family Services.

### Qualifications:

- Active CNA, Medical Assistant or LPN license, required;
- CPR Certification, required;
- Valid Driver's License, required;
- Familiarity with and demonstrated commitment to the mission and environment of a small, residential prep school;
- Clinical experience working with pediatric and diverse populations;
- Candidates with proficiency in Spanish are encouraged to apply

### Required Characteristics and Traits:

- Sensitivity to CSA student needs and interests;
- Self-starter who takes initiative;
- Commitment to a broad definition of diversity;
- Able to think critically under pressure;
- Good rapport and cultivation of relationships with students, faculty, staff and parents;
- Excellent verbal and written communication skills, including computer literacy;
- Ability to handle extremely sensitive and confidential matters discreetly;
- Ability to work independently with a positive attitude

### Responsibilities will include:

- Assess, treat and document illness and injuries of students and staff
- Administer scheduled and PRN medications
- Phone triaging and communication with parents
- Serve as a teacher/coach in CSA's Co-Curricular Program including, but not limited to, health education, nutrition programs and skill or disease specific programs
- Support student health and wellness needs including, but not limited to, nutrition and portion sizes,



physical activity guidelines, hygiene education and compliance, toilet training and other developmental strategies;

- Identify on-campus and off-campus opportunities to expose students to health and wellness experiences;
- Maintenance of health office space and inventory.

### School Culture

- Support other school activities through planning, participation, and supervision, and actively engage and connect with students and the school community as much as possible;
- Develop and nurture strong relationships with students and families;
- Build rapport with students both inside and outside of class;
- Serve on various campus-wide committees for planning and improving student and family life;
- Collaborate with colleagues to ensure a rigorous, joyful, and safe environment across the entire campus;
- Participate in school-wide events, including celebratory moments, athletic and parent facing events.

### Benefits

- Health insurance
- Dental and vision insurance at no cost
- 401k with employer match
- 10 PTO days, 4 Wellness Days, and 5 sick leave days, in addition to school closure days
- Free meals (breakfast, lunch and dinner)
- Free take-home dinner for family
- Regular, in house professional development
- Additional professional development assistance
- Life insurance
- Parental leave

**Physical and Emotional Demands:** Work is active; it may require long periods of standing and walking, as well as occasional sitting, reaching at or above shoulder height, twisting, pushing/pulling and stooping/bending/lifting to perform activities with students and staff; must be able to work in an open-concept environment where noise and other activities may at times interfere with concentration. Must be able to alter plans/routines when unexpected, stressful situations and multiple interruptions occur without projecting stress/frustration that would adversely affect the work environment.

### Equal Opportunity Employer



Christina Seix Academy is an equal opportunity employer and does not discriminate on the basis of race, sex, color, creed, sexual orientation, national or ethnic origin, veteran or handicapped status in its hiring policies.

Interested individuals please send resumes, cover letters and three professional references to Cari Welsh, Director of People Operations and Talent Development, at [cwelsh@christinaseixacademy.org](mailto:cwelsh@christinaseixacademy.org), and to Sakeenah Allen, Senior Director of Child and Family Wellness, at [sallen@christinaseixacademy.org](mailto:sallen@christinaseixacademy.org).