

**Rabun Gap-Nacoochee School**

Job Title: School Nurse, RN, Part-time

Reports To: Assistant Head of School for Student Life

FLSA Status: Non-exempt

Classification: Part-time, 10-month

Position Overview: The primary responsibility of the Part-time School Nurse is to provide and oversee the health care delivery to students enrolled in Rabun Gap. This position is required to manage the Student Health Center and be available to respond to illness and emergencies while on duty. All employees are expected to understand and promote the mission, standards, and policies of the School.

Key Responsibilities:

- Provide quality health care to the student body by evaluation and treatment of illness or injury in collaboration with the Health Center Team;
- Administer prescription and over the counter medications in accordance with doctors' orders and school policy;
- Participate in developing and monitoring internal policies, practices, and systems of health care for students;
- Work collaboratively with the school counselor to address mental health issues;
- Maintain and foster high ethical standards, integrity, and respect for colleagues, alumni, parents, and students in the conduct of the School's business;
- Respect and maintain confidentiality and rights to privacy applicable to individuals and institutional records;
- Support the School and its leadership;
- Perform other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Registered Nurse
- Georgia Licensure
- At least two years of experience in pediatric nursing
- A valid Driver's License.
- Excellent computer and organizational skills, the ability to multitask effectively, and a sense of humor.
- Ability to manage a variety of programs and activities simultaneously and promote a spirit of teamwork among individuals to pursue common goals.
- Demonstrated ability to communicate clearly and persuasively, orally and in writing, as well as a highly developed sense of propriety in dealing with sensitive information.
- Strong interpersonal skills.
- A strong sense of empathy for adolescent issues and a genuine love of teenagers
- Ability to project an image of professional competence and credibility in representing Rabun Gap-Nacoochee School, and in creating a climate of confidence and trust.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to see, talk, or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, or crouch. The employee is occasionally required to use hands to finger, handle, or feel, and climb or balance. The employee must frequently lift and/or move up to 20 pounds.

The employee must be flexible in the ability to work more than eight hours in a day or 40 hours in a week as necessary to complete duties and/or be available for parent or vendor conversations and consultations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.