ST. ANNE SCHOOL

JOB DESCRIPTION

School Nurse (12-Month)

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration
- Ensures the health, safety, and welfare of all students
- Holds in strict confidence all matters pertaining to the school
- Adheres to all policies and procedures as outlined in the Employee Handbook
- Attends faculty and administrative meetings as needed
- Adhere to a professional dress code as outlined in the employee handbook

DEFINITION:

In accordance with federal and state laws, school policies and administrative procedures, as well as standard nursing practices and protocols, the school nurse will provide health services to the students in ECDC through Grade 8 and the St. Anne community. With a focus on the safety and well being of the St.Anne community, the school nurse will assess, analyze, and create a plan of care to ensure the health and safety of students and faculty.

DUTIES:

- Administer nursing care to ill and injured students, staff, and community members in accordance with the California Nurse Practice Act
- Administer and document the administration of over-the-counter and prescription medications as approved by parental permission on school-approved forms. Monitors for side effects
- Document all illnesses, injuries and interventions providing a copy for parents and school records
- Obtain and track immunization records for all students at state required intervals. Follow up with students who are not current or where current records are not available. File state required reports at established dates
- Develop and implement programs for injury & illness prevention when trends are identified
- Assist teaching staff with field trip and field studies preparation; including preparation of medical documentation and medication needs assessments of student participants
- Maintain Student Health/Immunization Records by reviewing files for accuracy; updating records; inputting records into the computer system, following through with families of students with incomplete records
- Develop and implement policies and procedures for St. Anne's health program, including illness & injury prevention, nursing intervention, and health and safety practices
- Serve as a resource for teachers and administration on health and illness issues
- Develop handouts and educational materials for parents on communicable diseases and other health-related topics

- Provide health, wellness & illness related articles for the St. Anne's school newsletter
- Serve as the head of First AID in the event of a disaster or emergency
- Triage employee accidents and injuries; Provide workers comp info when appropriate
- Attend extended field studies
- Prepare medications and First Aid kits for field trips and field studies
- Communicate with parents in an appropriate and timely manner
- Provide nursing guided by Gospel values and in keeping with Roman Catholic tradition
- Attend all staff meetings, in-services, and required school functions, including but not limited to
    - All School Masses and assemblies
    - All other activities as designated by the school or outlined in the Employee Agreement (attached)

QUALIFICATIONS:

- Current California RN Licensure
- Current CPR Certification
- Bachelor of Science Nursing

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Twelve month, salaried exempt employee, Schedule C

Reports to: Assistant Principal of Student Support

This is a full-time, exempt position with benefits and salary range of $50,000 to $70,000 based on education and experience. Please send a cover letter, resume, and references to the Director of Human Resources, Melissa Vergara at hr@st-anne.org