



Job Description: School Nurse

Job Title:	School Nurse	Job Category:	Support Staff
Location:	Building A	Travel Required:	None
Level/Salary Range:	Job Grade C	Position Type:	Full-Time Exempt
HR Contact:	Aimee Froelich	Date posted:	March 5, 2019
Will Train Applicant(s):	Orientation prior to independent work assignment.	Posting Expires:	March 25, 2019

Applications Accepted By:

E-MAIL:

wsharayha@rcseagles.org
Subject Line: Nurse Application

MAIL:

Rosehill Christian School
Attn: Wade Sharayha
19830 FM 2920 Road
Tomball, TX 77377

Job Description

ROLE AND RESPONSIBILITIES

The school nurse identifies and treats health disorders among students and provides instruction in the maintenance of good health and disease prevention. The school nurse must evaluate the physical conditions of students and refer them to appropriate resources as needed. This person shall reflect the purpose of the school, which is to honor Christ at all times.

- Administrative Leadership
 - Have the ability to accomplish the goals and objectives as assigned by administration
 - Participate in staff orientations, devotionals, and staff meetings
- Direct Responsibilities
 - Monitor compliance of school health program with federal, state, and local laws, regulations, and school policies
 - Suggest program changes as needed
 - Provide first aid care and medically prescribed services
 - Coordinate CPR/First Aide trainings for employees/coaches
 - Coordinate Flu Clinic for the school family
 - Coordinate state required screenings
 - Maintain health office supplies and facilities
 - Maintain security of school health supplies/medicines
 - Serve as a resource person on health issues
 - Communicate with parents, employees and administration via email, nurse website, and/or weekly news
 - Provide notices regarding immunization requirements, illnesses, etc.
 - Provide staff development on health-related topics
 - Provide follow-up evaluations of students as needed
 - Correspond with parents on health needs of children
 - Recommend updates for parent/student handbook regarding health issues
 - Return medications to parents as appropriate at year-end
 - Submit state required documents in a timely manner (i.e. immunization compliance)

- Participate in car-pool duties each morning
- Participate on Safety Task Force
- Maintain Crisis Emergency Boxes and First Aid Boxes
- Participate in after school duties as assigned
- Maintain the teacher work room in building A to include cleaning the microwave & coffee pot daily, cleaning out the refrigerator monthly, restocking supplies in an orderly fashion, managing spare uniform inventory, maintaining a stocked washroom
- Laminate items as time permits
- Maintain a “visitor-free” environment in the health clinic
- Be willing to adjust work hours to accommodate special schedules or school-related activities as requested
- Student Records
 - Collect and compile student immunization records in compliance with state immunization laws
 - Record immunizations, health findings, and other relevant health data in student health files
 - Maintain a database to track students needing immunizations, sports physicals, etc.
 - Type letters, reports, and memos pertaining to student records as needed
 - Provide outgoing student reports for graduating seniors

QUALIFICATIONS AND EDUCATION REQUIREMENTS

It is expected that the school nurse will...

- Be a born-again Christ follower who is active in a local church whose statement of faith align with the statement of faith for Rosehill Christian School
- Have completed training necessary for licensing as a nurse.
- Have and maintain first aid and CPR certification.
- Have experience in pediatrics and/or public health nursing. Have considerable knowledge of child growth and development.
- Have organizational skills and the ability to work well with people, projects and resources.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in word processing, emailing and accessing the internet.

WORK SCHEDULE

- The school nurse’s schedule follows the school calendar, to include staff development days.
- School Year: Monday through Friday 7:45-4:15
- Summer: As needed to review immunization compliance for prospective students
- Summer: CPR/First Aid course offering (minimum 2/summer)
 - End of May or early June for summer camp workers
 - End of July for coaches and RCS employees