



## STAFF PERSONNEL POSITION DESCRIPTION

<b>Position:</b>	School Nurse
<b>Employment Schedule:</b>	10 month
<b>Evaluation:</b>	Annual
<b>Reports to:</b>	Head Nurse/Principals
<b>Supervises:</b>	Students
<b>Compensation:</b>	Hourly

### Position Purpose:

The school nurse will be responsible for the healthcare of students during school hours. They will need to administer prescription medications as well as over the counter medications to students when necessary. They will administer care to injured students, as well as monitor students who become ill during school hours.

### Essential Duties and Responsibilities:

- Utilizing existing resources to provide appropriate healthcare to students and staff by evaluating them when they complain of specific ailments.
- Monitor and dispense prescription medications based on instructions from parents and HCP's
- Call parents to suggest they pick up students who might be uncomfortable or who might have developed a contagious illness
- Contact parents and teachers with any medical emergency
- Maintain files on each student's health and medical history by documenting when a student is treated in the Nurse's office
- Assessing the status of student immunization documentation and when necessary, adding to the computer documentation based on CHIRP or doctor's records.
- Promoting an optimal level of wellness among students and staff by providing preventative healthcare services along with educating students on hand washing, germs and other health issues.
- Developing and implementing health plans for students with specific health needs.
- Carrying out health assessments and screening for deficits in vision, hearing, growth, and/or development of students.
- Planning and implementing school health management protocols and procedures, especially for emergency situations.
- Providing referrals, to parents or staff, for intervention and remediation of abnormal or worrying health conditions affecting students.
- Providing ongoing health counseling to students, parents, and staff.
- Completing medical paperwork, when necessary.
- Attending various school meetings.
- Assist in teaching CPR to the Health class.
- Consult with teachers, staff and administrators regarding student care.

### Spiritual Qualifications

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity

- Accept & support Elkhart Christian Academy's Statement of Faith, Vision, Mission, and Values
- A deep commitment to, and personal understanding of, the principles of a Christian education

**Position Qualifications:**

- Registered Nurse (RN) licensed in the state of Indiana
- Knowledge of many areas of health including mental health
- Knowledge of school laws and policies
- Ability to work independently or with others
- Ability to communicate well with others
- Ability to assess situations and act quickly
- BLS/CPR certification
- Knowledge of state health regulations
- Ability to multitask
- Meticulous attention to detail
- Wonderful bedside manner

**Physical Demands:**

- Must be able to sit and/or stand for long periods of time
- Must be able to stoop, kneel or crouch
- Must be able to lift items of 20 lbs. regularly/50 lbs. occasionally