

JOB DESCRIPTION OVERVIEW

Position Title: School Part-Time Nurse

Date of Job Description: 08/13/2020

Status: Salaried Non-Exempt

Reports To: Assistant Head of School

Employment Hours: Mondays and Tuesdays 8:00 a.m. - 2:00 p.m., every other Friday 8:00 a.m. - 12:00 p.m.

Major Responsibilities:

* Assist with implementing new COVID-19 procedures, such as daily health screenings and COVID-19 related questions regarding symptoms.
* Check temperatures of children and staff daily.
* Check temperatures of all adults and children prior to being admitted into the building.
* Communicate with parents regarding COVID-19 patient care.
* Oversee nursing care to ill students until the parents arrive to pick the child up, as needed.
* Assist administration as needed with COVID-19 related policies and procedures.
* Administer first aid and emergency care to sick and injured students and school personnel during the school day.
* Maintain accurate record of state mandated immunizations, vision, and hearing screenings. Prepare written reports required by the Texas Department of State Health Services.
* Assures that school health services and activities are appropriately documented, according to professional school nurse standards.
* Respect confidentiality of matters related to health problems of students, school personnel and their families, adhering to HIPPA confidentiality rules and regulations.
* Assist with teacher and staff training about infection control/PPE.
* Assist with hands-on teacher staff training Epi-Pen/Food Allergies.
* Communicates effectively with colleagues, students and parents.
* Maintains an orderly, clean, safe and properly supplied clinic.
* Demonstrate flexibility in working with all staff as needed to maintain quality programming.
* Assist in performing and maintaining standards as required by the Southwestern Association of Episcopal Schools, Texas Health and Human Services and other governing bodies.
* Complete 24 annual clock hours of continuing education in Early Childhood Education as required by the State of Texas.
* Work with ministry staff and other church staff to ensure harmonious relationships.
* Treat SMES families, parishioners, guests and other visitors with respect and maintain a helpful attitude.
* Perform other tasks as requested.

Employment Requirements:

* Currently licensed as a Registered Nurse in the State of Texas.
* BSN degree from an accredited professional nursing school program required.
* CPR certified.
* Prior nursing experience with school nursing or pediatrics preferred.
* Strong assessment, critical thinking, organization, communication, public relations and interpersonal skills.
* Knowledge of national, state and local student health requirements.
* Must meet personal qualifications as outlined in the THHS Minimum Standards for Child Care Centers.
* Must meet the personal qualifications as outlined in the Saint Michael Episcopal School Employee Handbook.
* Must have basic computer skills and ability to communicate via email.
* Must have access to the internet and/or text messaging to be able to communicate with SMES staff, parents and caregivers outside of school hours

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and all compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, citizenship status, marital status, religion, disability/handicap, or any other protected status in accordance with the requirements of all federal, state and local laws.