



---

**SDFAS Mission**

*San Diego French–American School offers an exceptional bilingual education within a vibrant international community, preparing students to become confident, responsible and engaged global citizens.*

**SDFAS Core Values**

*Open–mindedness. Intellectual Curiosity. Integrity. Empathy. Resilience.*

---

**Position Description**  
**- Maternity Leave School Nurse & Pandemic Coordinator -**

**Schedule:**

Full-Time Temporary Position, April–September 2023 (includes summer school)

**Reporting:**

Dual reporting to Director of Campus Operations and Head of School

**Salary**

\$35 to \$40 per hour (commensurate with experience and qualifications)

**Competitive Benefits:**

- Healthcare Premium (medical, dental, vision) paid at 100%
- 403b retirement plan matching up to 5% beginning in the 3rd year
- Accrued vacation days and sick days

**Start date:**

April 3, 2023

**Student Day-to-Day Health Needs**

- Ability to assess injuries and illness and respond with appropriate intervention methods
- Administer medication of various sorts including insulin (via pump), epipens, inhalers and oral medication in accordance with RN licensure and school medication policy
- Become proficient with, train others on, and maintain the electronic medical record database **Magnus Health**, and use it to document student and staff assessments and interventions
- Conduct vision and hearing screenings as well as other routine health checks
- Act as the point of contact for parents and staff for health-related concerns

### **Preparation for the 23-24 School Year**

- Ensure all incoming students and students advancing to the next phase of school (kindergarten and 7th grade) are up to date with their required California immunizations
- Retrieve updated prescriptions for on campus medications from parents and/or physicians

### **Covid-19 Pandemic Coordinator:**

- Enforcement and oversight of health safety practices and screening with respect to all Covid-19 protocols required or recommended, as well as coordination of training and supervision of implementation and continued proper execution of protocols and practices by school employees, visitors to campus and students.
- Modify [SDFAS Covid Policy](#) in accordance with the most current recommendations set forth (State and County, and CDC and APA, and FDA, EPA and State Department)
- Respond to Covid-19 positive cases, including phone and written communication to parents of the positive case as well as close contacts
- Serve as the school's primary point person and school liaison with the County of San Diego Department of Health and Human Services and its Epidemiology Branch Incident reporting and liaising with local health department

- Maintain an ample supply of OTC Covid-19 antigen tests for students and staff
- Monitoring of latest news, updates, and health department guidance (State and County, and CDC and APA, and FDA, EPA and State Department)
- Coordinating and networking with other organizations (eg. SDCOE, CAIS, NAIS, etc.) and schools (other SD County independent school nurses, SDFAS nurse consultant) as needed
- Leading planned communications for the community, parents, and staff and overseeing incoming or emergent communications as necessary
- Coordinating with Office Manager, Facilities or Maintenance staff to ensure adequate PPE and supplies, regular schedule for cleaning and disinfecting, and other logistical support as required

### **Resource for Health and Wellness on Campus**

- Teach quarterly health and wellness classes to students PK-8th grade, as well as teach classes to staff for professional development days
- Help promote good health for students, teachers, administrators, and all the other members of the school community
- Counsel students and staff in an effort to stop the spread of illnesses and diseases, raise awareness about important conditions that affect the school community, and promote healthy working conditions on the school grounds
- Serve as a resource for teachers and administrators who need information about health-related topics
- Help students manage chronic diseases by teaching them self-care skills

### **Educational Plans for Students with Accommodations:**

- Become part of the educational team that designs, implements and assesses Student Support Plans (SSPs - SDFAS version of an "IEP") for students needing learning, health and/or behavioral accommodations
- Work closely with teachers, administrators, and parents to accommodate the mental and physical health needs of the student population.

### **Recordkeeping & Reporting**

- Complete required state reports
- Maintain and manage health office budget
- Maintain and organize accurate health records
- Produce internal reports, data tracking and presentation of data and trends as useful and requested to meet school objectives with respect to Covid-19 pandemic or other health domains on campus or within the school community

### **Nursing Skill Requirements**

- Bachelor of Science in Nursing (BSN)
- Qualified to practice as a Registered Nurse in the State of California
- Minimum of one (1) year experience in a dedicated pediatric setting, or three (3) years experience in a setting that cares for pediatric patients but not exclusively
- Minimum of 1,000 hours of clinical experience within 3 years prior to taking the RN test
- Comfortable and experienced in responding to medical emergencies
- Current CPR, AED, and First Aid Certification Knowledge of federal, state and local laws
- Must exercise professional judgment in making decisions
- Must communicate appropriately, collaboratively, and effectively with students, parents, administrators, other school personnel, health care providers, and community agencies
- Must be self-motivated, organized, a critical thinker, and a problem-solver
- Must be able to work with a variety of people and independently

### **Administrative Skill Requirements**

- Project management experience and ability to coordinate a team response
- Understanding of school operations and dynamics; prior school experience strongly preferred but not required.
- Comfort delivering professional development trainings and informational briefings to faculty/staff, students and parents
- Capable of teaching topics/curricular units related to health, hygiene, PPE and safety measures, including elementary and middle-level health education curriculum
- Cloud computing proficiency (GoogleSuit

- e) plus desire/motivation to gain additional expertise through training as well as personal exploration, research, experimentation and practice

### **Other Personal and Professional Qualities:**

- Love of children and knowledge of development stages for children aged 2 - 14; demonstrated genuine interest in the student population and its health needs.
- Open-minded; demonstrated multicultural understanding and skillset
- Possessing superior interpersonal and collaboration skills, showing a sense of humor and a positive world outlook
- Organized, adaptable and flexible
- Experience quickly determining and acting upon priorities
- Excellent communicator orally in writing

### **To Apply:**

Please email the requested application documents all together within a single PDF file to Marilyn Rakow: [mrakow@sdfas.org](mailto:mrakow@sdfas.org)

### **Your PDF file must contain:**

- Résumé
- Cover letter of interest
- Two letters of recommendation at least one of which is from a current direct supervisor at work (or most recent direct supervisor if you currently not working)
- Three additional professional reference contacts (name, position, professional relationship to you, years you worked together, email address, phone number).