



School Nurse Position Description

Position Overview

The School Nurse promotes the health, safety, and well-being of all students and employees by providing high-quality nursing care, health education, and preventive services. The School Nurse manages the school's health office, oversees medical records, responds to emergencies, and supports students with ongoing health needs to ensure full participation in school life. The School Nurse reports to the executive Assistant.

Responsibilities

Student Day-to-Day Health Needs:

- Ability to assess injuries and illness and respond with appropriate intervention methods.
- Supervise and implement the school medication policy, administering medication of various sorts including insulin (via pump), inhalers and oral medication in accordance with RN licensure.
- Administer medication if needed, and when authorized by parents.
- Conduct vision and hearing screenings as well as other routine health checks.
- Act as the point of contact for parents and the community for health-related concerns.

Pandemic Coordinator:

- Incident reporting and liaising with the local health department.
- 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 other San Diego County independent school nurses, as needed.
- Creation and maintenance of school-specific resources such as operating plans and materials designed for faculty-staff, for students and for parents.
- Leading planned communications for the community, parents, and staff and overseeing incoming or emergent communications as necessary.
- Coordinating with facilities or maintenance staff to ensure adequate personal protective equipment and supplies, regular schedule for cleaning and disinfecting, and other logistical support as required.
- Supporting the implementation of health-related measures and considerations with respect to on-campus, distance learning and/or hybrid education models, and supporting the education team with related operational needs.

Resource for Health and Wellness on Campus:

- Help promote good health for students, teachers, administrators, and all the other members of the school community.
- Counsel students and staff 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.
- Find resources for students in crisis.
- Help students manage chronic diseases by teaching them self-care skills.
- Work with the Academic Directors and teachers to create the health education curriculum.
- Coordination of emergency drills.

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 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 a pandemic or other health domains on campus or within the school community.

Other duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Working Conditions and Physical Demands

The physical demands/conditions described below are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Sit and stand for long periods of time
- Lift up to 50 lbs
- Exposure to moderate noise level
- Have a high level of social interaction working closely with students, teachers, and other professionals.
- Are often placed in conflict situations with parents and students.
- Communicate with students, teachers, and other professionals daily by telephone, e-mail, or in person.
- Work in a group or as part of a team.
- May on occasion deal with students who may become physically violent.
- Generally, have a set schedule each week.

Qualifications

Incumbents must demonstrate the ability to follow policies and procedures as established in the Company's Employee Handbook. Incumbents will also contribute to a positive work environment by behaving and communicating in a manner such that they get along with all constituent groups, co-workers, and management.

In addition, the education, experience, and other skills listed below are representative of the knowledge, skills, and/or abilities required.

- High school diploma or equivalent required.
- Bachelor's degree in Nursing required
- Current and valid Registered Nurse (RN) license issued by the California Board of Registered Nursing.
- School Nurse Services Credential or willingness to obtain within a specified timeframe (if required by district).
- Current CPR and First Aid certification.
- Live Scan fingerprinting clearance.
- Tuberculosis (TB) clearance and other health clearances as required.

Key Skills Set

- Knowledge of state and federal school health requirements, including immunization laws and mandated reporting.
- Ability to assess, triage, and provide nursing care for students with acute illness, injury, and chronic medical conditions.
- Skilled in responding to medical emergencies, including allergic reactions, seizures, diabetic emergencies, asthma episodes, and injuries.
- Strong knowledge of child and adolescent health, development, and common school-age medical conditions.
- Ability to administer medications and treatments in compliance with physician orders, district policy, and state regulations.
- Experience managing Individualized Healthcare Plans (IHPs), Emergency Action Plans (EAPs), and accommodations for students with medical needs.
- Knowledge of mandated reporting requirements, student confidentiality, and professional nursing ethics, including FERPA and HIPAA considerations in a school setting.
- Ability to work effectively with students, families, teachers, administrators, and external healthcare providers.
- Strong written and verbal communication skills, including culturally responsive and trauma-informed communication.
- Ability to maintain accurate, timely, and confidential health records, reports, and documentation.

- Capacity to educate students and staff on health topics, safety practices, and disease prevention.
- Ability to remain calm, professional, and decisive in high-stress or emergency situations.
- Strong organizational skills and ability to manage multiple priorities independently.

Equipment and applications

- High proficiency in MS Office, including Word, Excel, Outlook, PowerPoint, and SharePoint; and
- Working knowledge of all standard office equipment
- Experience using student health record systems or electronic medical record (EMR) platforms preferred.
- Working knowledge of standard medical and office equipment, including thermometers, blood pressure monitors, glucometers, nebulizers, EpiPens, and first aid supplies.

Pay : Starting at 70,000/year

Schedule : Monday-Friday (9am to 5:30pm) on site

Report to : Executive Assistant to the Head of School

Start date : Immediate

Job Type: Full-time

Benefits:

- 403(b) plan and match of 5% after completing 2 years of service
- Dental insurance
- Tuition remission
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Equal Opportunity Statement

San Diego French-American School (SDFAS) is an equal opportunity employer and, as such, is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on: Race and traits associated with race, including but not limited to hair texture and protective hair styles, such as but not limited to braids, [locs], and twists; Religion (including religious dress and grooming practices); Color; Sex/gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned), and sexual orientation; National origin; Ancestry; Physical or mental disability; Medical condition; Genetic information/characteristics; Marital status/registered domestic partner status; Reproductive health decision making; Age (40 and over); Military or veteran status; Use of cannabis (“marijuana”) off the job and away from the workplace*; and Any other basis protected by federal, state, or local law, or ordinance, or regulation.