



Charles Armstrong School unlocks the unique potential of students with dyslexia and related learning differences, changing the trajectory of their lives.

SCHOOL NURSE

Status: Part-time, Temporary up to 20 hours per week; Preferred Hours 8am-1pm - Monday, Tuesday, Thursday, Friday

School Size: 225 students, 75 employees

JOB DESCRIPTION

The School Nurse is responsible for the day-to-day management of student health and student medical records and creating a professional, caring environment while maintaining a high level of confidentiality. The position assumes the responsibilities and duties to provide medication administration and providing preventive, acute, and follow-up care for students in grades 2-8 during the academic year. In addition, during COVID-19, additional responsibilities will include morning pre-screening assessment and assisting with the administration of weekly COVID-19 testing.

RESPONSIBILITIES, DUTIES, KNOWLEDGE and SKILLS

To perform this job successfully, an individual must have the knowledge and skills and be able to perform each of the following satisfactorily.

Direct Nursing Responsibilities

- Maintain school health policies; maintain log for online health system to record information regarding visits to the nurse.
- Treat illnesses and injuries of students, faculty, and staff to include determining method of treatment per guidelines, maintaining confidentiality, documenting, and notifying parents, guardians, and/or Emergency Medical Services (EMS) providers.
- Provide assistance in emergency situations; clear about role during fire and disaster procedures.
- Administer medications according to physician and parent instructions; prepare related documents; communicate with physicians and parents to obtain authorization forms; notify parents of prescription refills as needed.

- Assist with establishing procedures for the prevention and control of communicable disease; work with Co-COVID-19 coordinators where applicable.
- Report students with communicable diseases to local public health authorities for the purpose of minimizing infection and complying with legal requirements.
- Screen for head lice, to include distributing information to parents regarding treatment of affected students.
- Conduct and perform any examinations and screening activities as required by law; conduct morning COVID-19 screening.
- Refer students, parents or guardians to appropriate community resources for recommended health service programs.
- Respond to teacher concerns about student health issues.

Advisor/Health Education Duties

- Serve as a health education resources person to staff and children.
- Participate in committees and faculty meetings as required.
- Conduct periodic staff education as needed related to allergies and specialized health conditions, procedures and medications.
- Assist with coordinating weekly COVID-19 testing for employees and students.

Administrative & Planning/Coordinating Duties

- Maintain student health records and accident reports including treatment records/logs, emergency cards, immunization records, medical conditions and allergy information, and other pertinent information to include computer data entry of information while assuring confidentiality at all times. Ensure all information is documented clearly, accurately, and legally.
- Assure students have updated immunization records; review records of new students and notify students of follow-up shots; prepare letters or exclusion notices and notify families and school administrators as appropriate. Track requests sent home, such as for immunization records.
- Maintain the health area in a clean, orderly and safe condition; dispose of biomedical waste and hazards according to established procedures; maintain inventory and order supplies within budgetary guidelines. Ensure medications are secured.
- Perform a variety of clerical duties by using templates in online health system such as reports, correspondence, forms, notices, and referrals; maintain files and duplicate materials as needed.
- Develop, maintain and update any health policies in both the Family and Employee Handbook as information becomes obsolete or outdated, in conjunction with Human Resources.

Knowledge & Skills

- Student health services related to injuries and illnesses.
- School policies, procedures and practices related to health issues, medical terminology and related activities.
- School policies and State regulations concerning immunization of school-aged children
- COVID-19 information, policies & procedures.
- First Aid and age-appropriate CPR techniques.
- Record-keeping and computer skills
- Excellent verbal and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

POSITION QUALIFICATIONS & EDUCATIONAL REQUIREMENTS

Qualifications

- Accountability - Ability to accept responsibility and account for his/her actions.

- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Loyal - The trait of feeling a duty to the employer.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety

Education & License/Experience

- Graduated from an accredited nursing program.
- Required one year of medical/clinical experience as a Registered Nurse.
- Experience with and knowledge of school nursing is preferred.
- Current valid CA State License as a Registered Nurse.
- Valid Advanced First Aid and CPR Certificate issued by an authorized agency; certification must be renewed every two (2) years.

WORKING CONDITIONS

Environment/Working Relationships

- Office environment with constant interruptions.
- Ability to maintain confidential and positive working relationships with administrators, faculty, staff, families, students, school and community organizations and the general public.

Hazards

- Contact with blood and other body fluids.
- Potential for contact with blood-borne pathogens and communicable diseases.
- Chemicals including antiseptics and disinfectant.
- Biomedical wastes and hazards.

Notice

Must have satisfactory outcome of background and fingerprinting check, prior to starting employment.

This Job Description includes the essential functions and basic duties. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements as deemed appropriate.

COVID-19 Considerations

Regarding COVID-19, Charles Armstrong School has put into place numerous procedures to ensure the safety of children, faculty and staff. We are happy to discuss the details of how we are responding to COVID-19 with applicants during the interview process.

Direct resumes and cover letter to:

lfabela@charlesarmstrong.org

Charles Armstrong School
1405 Solana Drive, Belmont, CA 94002

www.charlesarmstrong.org

Charles Armstrong School is the premier school for children with dyslexia and related learning differences in the San Francisco Bay Area with a national reputation for excellence. Charles Armstrong School is a non-profit, independent, coeducational day school of approximately 230 students in grades 2-8. Charles Armstrong School is an Equal Opportunity Employer.

Charles Armstrong School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin or sex in the administration of its educational and employment policies, financial aid programs, and athletic and other school-administered programs. Inquiries concerning the application of Title IX and the Title IX regulations to the School may be referred to the Title IX Coordinator or to the Small Business Administration's Assistant Administrator for Equal Employment and Civil Rights Compliance. The School's Title IX Coordinator can be contacted as follows:

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