

School Nurse

Brentwood Christian School

REPORTS TO: Principal
CLASSIFICATION: Full-Time; Exempt; School Year

SUMMARY: Oversee and manage a comprehensive program of health services for campus. Provide health services to students. Promote health education and preventive health practices for students.

RESPONSIBILITIES:

- Provide emergency care for sick and injured students or staff according to school policy and procedures including notification of parents
- Coordinate management system to administer medications to students at school and administer medications according to school policy and procedures
- Serve as health liaison between school, physicians, parents and community
- Monitor and train faculty and staff in basic care of ill or injured students and emergency administration of parent assigned medications
- Maintain and update clinic and health records on all students
- Develop campus health education curriculum and provide health education to individuals and groups
- Ensure compliance with all federal and state laws, Texas Department of Health regulations and board and school policy
- Support and promote the mission and core beliefs of BCS
- Other duties as assigned

QUALIFICATIONS:

- Must be a graduate from an accredited professional nursing education program
- Bachelor of Science in Nursing degree preferred
- Must possess a valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners
- Must have 5+ years of nursing experience in school nursing, pediatric nursing or emergency pediatric nursing
- Must maintain CPR certification
- Must be an active member of a Church of Christ congregation

SPECIAL KNOWLEDGE/SKILLS:

- Ability to use clinical/medical equipment
- Possess basic pharmacological knowledge
- Ability to assess emergency situations and act accordingly
- Comfortable knowledge of universal procedures and ability to teach others
- Excellent customer service and interpersonal skills
- Effective verbal and written communication skills

- Proficient in Microsoft Office Suite and various nursing/educational software programs
- Effective organizational and project management skills
- Strong attention to detail
- Participate in applicable continuing education and training

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 25 pounds
- Must be able to bend, stoop, kneel and crouch
- Must have significant fine finger dexterity
- Must be able to sit/stand for extended periods of time