**School Nurse**

***Type*:** School Nurse

***Start*** August 13, 2020 for 2020-2021 School Year

***School Name*** St. Paul’s Episcopal School

***City, State*** Waco, Texas

***Posted*** 5/27/2020

The mission of St. Paul’s Episcopal School is educating the whole child in mind, body, and spirit. St. Paul’s Episcopal School provides a holistic and challenging educational foundation for children aged 18 months through sixth-grade. For over half a century, generations of students of St. Paul’s have received an outstanding and comprehensive education in a loving and nurturing environment.

St. Paul’s Episcopal School is seeking a qualified candidate for a nurse.A strong candidate will have prior nursing experience in a pediatric enviornment. The anticipated start date is August 13, 2020.

**Primary Purpose**

Implement comprehensive program of health services for campus. Provide health services to students and faculty. Promote health education and preventive health practices for students.

**Qualifications:**

Education/Certification:

• Graduate of an accredited professional nursing education program

• Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners

• Certified by Texas Department of Health to conduct vision and hearing screening (obtain within 60 days)

• CPR/AED Certification

**Experience**

At least one year of teaching experience preferred

**Primary Responsibilities**

• Provide temporary and emergency care for sick and injured students or staff according to school policy and procedures.

• Serve as health advocate for students.

• Notify parents of accident or illness and secure medical care for students in emergency cases (if parents or emergency contact cannot be reached).

• Coordinate management system to administer medications to students at school. Administer medications according to school policy and procedures.

• Perform screening procedures as required by Texas Department of Health, Texas Educational Agency, and district policy. Make referrals as necessary.

• Develop and coordinate continuing evaluation of campus health program and make changes based on findings.

• Participate in development of campus health education curriculum and provide health education to individuals and groups.

• Provide health counseling and instruction to individual students.

• Serve as health liaison between school, physicians, parents, and community.

• Assess student problems and make appropriate referrals working with students, teachers, parents, and medical and health care professionals as needed.

• Communicate regularly with Head of School regarding health services issues.

• Review and evaluate immunization records.

• Enforce procedures to ensure proper program administration according to school policy.

• Compile, maintain, and file all reports, records, and other documents required, including clinic records and accurate, updated health records on all students.

• Requisition supplies and equipment needed to maintain clinic inventory.

• Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area.

• Report potential health and safety hazards to Head of School.

• Comply with all campus routines and regulations.

• Maintain certification in CPR/AED, vision and hearing screening.

• Model behavior that is professional, ethical, and responsible.

• Regular attendance.

• Maintain confidentiality.

**Compensation**

Salary to be determined based on experience and qualifications

**Contact Information**

M’Lissa Howen

Head of School

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254-753-0246

Application available online at [www.speswaco.org](http://www.speswaco.org)

Interested applicants should download and complete the application and submit it in person, fax, email or via the mail. Please email a resume and letter of interest to M’Lissa Howen (mhowen@speswaco.org).