HORIZON PREP POSITION DESCRIPTION

Position Title: School Nurse

Position Summary:
To provide school nursing services for Preschool through High School students.

Duties and Responsibilities:
1. Attends to the care of students Preschool through High School during the hours of 7:30 a.m. – 3:30 p.m., Monday – Friday when school is in session.
2. Assesses the health and safety needs of the school environment in compliance with Occupational Safety and Health Administration (OSHA) guidelines, implementing the Bloodborne Pathogen Control Plan and other interventions as indicated.
3. Remains up to date on current health regulations and communicates updates to administrators.
4. Manages school health records.
5. Participates in the development of health-related policies and procedures.
6. Assists Directors with Disaster Preparedness Planning and Training.
7. Schedule yearly CPR/First Aid classes for staff.
8. Assists in providing Bloodborne Pathogen information to staff.
9. Maintains medication protocol to safely store, administer, document and monitor medication given at school.
10. Maintains campus AED’s.
11. Communicates regularly to parents and students in a sensitive manner.
12. Establishes and maintain cooperative relationships with others.
13. Attends scheduled All Staff meetings.
14. Manages health protocol-related software and reports.
15. Coordinates and communicates with all health agencies (local, county, state, etc.) as needed.
16. Participates in school nurse groups & roundtables.

Supervision Received
Reports to the Office Manager

Job Standards and Requirements
Education:
Registered Nurse preferred.
Experience:
Pediatric and/or school nurse experience preferred.

Personal
Sensitive, dedicated and mature Christian of good character and reputation. Firm commitment to the mission of Horizon Prep, the Staff Handbook, and the ministry’s Statement of Faith.

Note: Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, either orally or in writing.

April 2022