



MAYFIELD SENIOR SCHOOL  
*of the Holy Child Jesus*

## **School Nurse**

Mayfield Senior School of the Holy Child Jesus, a 9-12 independent Catholic girls' school in Pasadena, California, seeks a full-time school nurse knowledgeable in best practices in school nursing. The ideal candidate will understand the physical and emotional developmental needs of teenage girls and find joy working with young women in a school setting.

Reporting to the Assistant Head of School for Academics the school nurse will:

- Administer first aid, emergency and preventative care to students.
- Obtain emergency medications and supplies from parents/students according to the physician plan of care for students at school and develop emergency care plans.
- Plan and organize the school health program, maintain nursing office and infirmary inventory for student health care needs.
- Provide health-related education to students and staff in both individual and group settings.
- Act as a resource for administrative staff, school counselors, athletic trainers on student health and wellness.
- Manage and update student and faculty information in Magnus Health information system and document students health center visits.
- Evaluate and monitor communicable diseases and implement strategies to prevent the spread of disease in the school in communication with the Pasadena Health Department
- Collaborate to develop school safety plans that address disaster/emergency preparedness, school violence, bullying, and school emergencies.
- Serve as liaison among parents/caregivers, physicians, community agencies, and support groups to provide medical care and assistance to families and students.
- Prepare emergency travel bags for faculty/staff accompanying students on field trips and review health care concerns with faculty/staff prior to trips.
- Check and refresh contents of the school emergency kit used during fire drills.
- Serve on Formation of Self instruction team, Student Support Team, Safety Committee.
- Maintain confidentiality of students, records, and health room visits.

## **Requirements**

- California State R.N. Licensure
- B.S. or B.A. in Nursing (Master's Degree is preferred)
- C.P.R./AED/First-Aid Certification
- Prior Pediatric and/or Adolescent Care Experience
- Familiarity with California Department of Health guidelines for schools is a plus

**Salary**

The annual salary range for this position is \$70,000-\$78,000 depending on experience. A comprehensive benefits package will be provided including 403b matching contributions upon hire.

**To Apply**

Please send a cover letter, resume, and three professional references to Lisa Hernandez, Assistant to the Head of School ([Lisa.Hernandez@Mayfieldsenior.org](mailto:Lisa.Hernandez@Mayfieldsenior.org)). Writing samples and a professional portfolio will be requested after the initial interview.

***Mayfield Senior School does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices.***