



## Job Description

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**Job Title:** School Nurse

**Reports To:** Head of School

### Basic Duties & Responsibilities

The essential functions may include the characteristic duties and responsibilities noted herein. However, this list represents examples only and is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Model core organizational beliefs, values, and mission statement; communicate openly and effectively within and across teams to support student success and well-being.
- Provide direct nursing care to students and staff, including first aid, illness assessment, medication administration, and management of chronic health conditions.
- Maintain a safe, orderly, and confidential health clinic environment appropriate for the physical, emotional, and developmental needs of students.
- Assess student health needs and develop individualized healthcare plans in collaboration with parents, physicians, counselors, and administration as appropriate.
- Administer medications in accordance with physician orders, parental consent, and school policies; maintain accurate medication logs and health records.
- Monitor and manage communicable diseases; implement health protocols and notify administration and parents as required.
- Respond to medical emergencies; provide appropriate interventions and coordinate emergency services when necessary.
- Maintain accurate and complete student health records, immunization documentation, accident reports, and required state or local health reports.
- Communicate effectively with parents/guardians regarding student health concerns, injuries, illnesses, and recommended follow-up care.
- Collaborate with faculty, administration, and support staff to address student health needs and promote a healthy learning environment campus-wide.
- Provide health education, training, or resources to students and staff as appropriate, including wellness, hygiene, and safety practices.
- Monitor student attendance related to health concerns and collaborate with administration regarding students with frequent or extended absences.
- Ensure compliance with all applicable health regulations, school policies, legal requirements, and safety standards.
- Maintain inventory, proper storage, and ordering of medical supplies and equipment.
- Participate in faculty meetings, staff development, and school events as required.
- Comply with all policies, operating procedures, legal requirements, and verbal and written directives.
- Comply with Harvest Christian Academy's Professional Code of Ethics and Standard Practices for Staff and Faculty.
- Perform other related duties as assigned.

## **Personal Qualifications**

- Be a born-again Christian.
- Have a personal, growing relationship with Christ.
- Adhere to Harvest Christian Academy's statement of faith.
- Faithfully attend (in person) a local, Bible-believing church.
- Live a lifestyle in accordance with Scripture.

## **Skills & Knowledge**

- Knowledge of professional nursing practices, health assessment, and emergency procedures.
- Knowledge of child and adolescent health needs and development.
- Knowledge of health regulations, confidentiality requirements, and best practices for school health services.
- Strong organizational, communication, and interpersonal skills.
- Ability to respond calmly and effectively in emergency and high-stress situations.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Basic technology competencies for recordkeeping and communication.
- An understanding of the emotional, physical, and spiritual needs of students under your care.

## **Qualifications**

### **Education/Certification**

- Bachelor's degree in Nursing (BSN) preferred; Associate Degree in Nursing considered.
- Current, valid Registered Nurse (RN) license in the State of Texas required.
- CPR and First Aid certification required.

### **Experience**

- Previous nursing experience required.
- School nursing or pediatric experience preferred.

### **Mental/Physical/Environmental Demands**

- Maintain emotional control under stress.
- Frequent standing, walking, stooping, bending, and lifting.
- Frequent interaction with students, staff, and parents.
- Occasional prolonged or irregular hours during school events or emergencies.