



**Position: School Nurse (Full Time, 12-month)**

**Salary Range: \$50,000-\$70,000**

**Summary:**

The School Nurse will treat students for medical issues, help prevent physical problems and disease, and coordinate routine health assessments and screenings to mitigate health and safety risks. This position is responsible for helping develop and implement health and safety policies and procedures to support the school's mission and comply with federal, state, and local laws. The successful candidate will be an energetic and outgoing individual who can collaborate and partner with other Elmwood Franklin School community members. We seek an individual with medical experience who enjoys working with children and in a school environment.

**Major Responsibilities:**

Administer basic health services to support students' physical and emotional well-being following confidentiality policies and regulations.

- 12-month position that includes school year and summer camp.
- Engages and liaises with families and staff regarding students' medical treatments.
- Provides medical care, treatment services, and medication to students as ordered by a doctor or nurse practitioner.
- Monitors, aids, and provides appropriate care to students with acute and chronic health conditions or disabilities such as diabetes, seizure disorder, etc.
- Responds to emergency medical situations; administers first aid, CPR, and routine or emergency care and treatment as needed; coordinates with local health agencies and medical treatment facilities as necessary.
- Reconciles and maintains student health records, including cumulative health and immunization records, using but not limited to Magnus Health and Blackbaud.
- Protects the confidentiality of student medical and health information.
- Develops and maintains health protocols, documents and maintains records of all care that is provided, and reviews standards of care.
- Collaborate with faculty and administration to ensure policies and procedures to manage possible communicable disease exposures are consistent with public health guidance and school policies and procedures.

- Maintains inventory of first aid and medical supplies, including distributing and replenishing first aid kits for campus and field trips.
- Conducts vision and hearing screenings for students as appropriate.
- Arrange for influenza or other immunization clinics.
- Serves as a resource for faculty and staff in providing health education.
- Ensures ongoing maintenance of AEDs and appropriate epinephrine devices for emergencies.
- Ensures compliance with State regulations pertaining to reporting, licensing, and provision of any healthcare-related services.
- Maintains up-to-date credentials and certifications for the position. Continually seeks educational opportunities to develop professional knowledge and skills.
- Performs duties and responsibilities in a professional manner.
- Demonstrates and supports a culture of diversity, equity, inclusion, and belonging.
- Attends all required staff meetings and special events.
- Other duties as assigned by the Associate Head of School.

### **Qualifications:**

- The successful candidate must:
  - Hold a Registered Nursing License (RN) in New York State, active and unrestricted.
  - Have satisfactorily completed a nationwide criminal background check.
  - Be proficient in maintaining electronic medical records.
- The ideal candidate will:
  - Have experience in School Nursing.
  - Be proficient in Magnus Health and Blackbaud.

### **Apply:**

**[Complete the online application and forms](#)** AND email a cover letter and resume to **[careers@elmwoodfranklin.org](mailto:careers@elmwoodfranklin.org)**.