



## **The Lamplighter School**

11611 Inwood Road

Dallas, Texas 75229

214-369-9201 fax: 214-369-5540

## **School Nurse**

**Reports to:** Assistant Head for Teaching & Learning in Early Childhood

**FLSA Status:** Salaried, Exempt

**Work Schedule:** Full-Time

### **Position Overview:**

The School Nurse reports to the Assistant Head for Teaching & Learning in Early Child and plays an integral role as an advocate, liaison, and consultant on health-related issues for students, families and the school community. The School Nurse is responsible for implementing best practice measures to ensure the promotion of health and wellness within the school environment. These responsibilities involve direct student (patient) care, health education, and policy management. The School Nurse must also adhere to local, state and federal guidelines to ensure compliance of the overall health within the school community.

### **Job Responsibilities:**

- Provide communicable disease prevention and control programs (i.e., perform temperature screenings of students and employees, track, monitor and record immunizations, screen for skin/scalp conditions)
- Offer direct care during the school day to students and faculty/staff
- Manage the medical needs of students with chronic health concerns, including
- Create and maintain documentation of all treatment and medical service activity performed
- Clearly and effectively communicate with parents, healthcare providers, along with faculty/staff regarding student health concerns while maintaining confidentiality.
- Adhere to Texas State immunization reporting requirements
- Administers the School's Bloodborne Pathogen Exposure Control Policy and Plan
- Respond to emergency medical situations
- Create, maintain and implement school health policies
- Educate students, parents, and employees on various health issues
- Participate as an active member on the Emergency Management Team
- Provide guidance and counseling in the area of health to students, faculty/staff, and parents according to professional standards
- Identify and report school building safety or environmental issues which impact student or staff health to the building administrator
- Maintain inventory of supplies and materials needed in the clinic and all school first aid kits
- Perform all other related duties as assigned

**Education and Experience:**

- Bachelor of Science in Nursing required
- Minimum of two years of experience as a school nurse
- Valid Registered Nurse (RN) license to practice professionally in Texas required
- Considerable knowledge of childhood growth and development in accordance to therapies and treatment
- Basic understanding of health appraisal and immunization record collection and management
- CPR/AED Certification required
- Must adhere to local, state and federal guidelines to ensure compliance of the overall health within the school community.

**Job Knowledge, Skills, and Abilities:**

- Must have strong organizational skills
- Ability to effectively handle multiple tasks
- Ability to assess situations and act quickly
- Must have strong computer programming knowledge, including electronic health records management and internet research retrieval; MAGNUS Health experience preferred
- Excellent interpersonal and communication skills, both verbal and written
- Ability to work as part of a team and willingness to collaborate with colleagues
- Ability to work with limited supervision
- Demonstrated ability to work with people from diverse ethnic groups Respectful of the school culture
- Understand and support the Lamplighter School commitment to diversity and inclusion
- Must be punctual and dependable
- Exhibit leadership, critical thinking, organization and decision-making skills, along with objectively using professional judgment