



The Lamplighter School

11611 Inwood Road
Dallas, Texas 75229
214-369-9201 fax: 214-369-5540

Title: School Nurse

Classification: Hourly, Non-Exempt

Status: Temporary

Reports to: Director of Early Childhood

Summary Description:

The Lamplighter school is seeking a School Nurse for a Maternity Leave Replacement beginning in April 2019. This position provides direct nursing services to students and staff members to maximize health and wellness in the school community. All duties are performed in accordance with the school's education policies and procedures and state law regarding nurse practice.

Essential Duties and Responsibilities:

- Maintains accurate and updated electronic health records on all students.
- Administers physician prescribed medical care and treatment orders to students at school according to policies and procedures.
- Confers with students, parents and teachers regarding medical treatment; follows confidentiality policies and regulations.
- Administers temporary and emergency care procedures to ill and injured students/school personnel.
- Completes accident/incident reports for students/school personnel; Coordinates with local emergency personnel and agencies as required.
- Assist with toilet accidents in the Early Childhood Division.
- Maintains inventory of supplies and materials needed in the clinic and all school first aid kits.
- Maintains regular, punctual attendance, including occasional after school meetings, and special events.
- Assists with medical needs for June FunCamp.
- Organizes and collects immunization records for new students/school personnel.
- Provides health information and orientation to new and existing school personnel.
- Performs other duties as requested by the Director of Early Childhood or Head of School.

Education and Experience:

- Bachelors of Science in Nursing Degree (BSN) required.
- Certified and Licensed Registered Nurse (RN) by the Texas Board of Nursing.
- Minimum of two years' professional nursing experience, preferably in a school or pediatric setting.

Job Knowledge, Skills, and Abilities:

- Knowledge of children's physical development
- Highly motivated with outstanding oral, written, and interpersonal skills
- Demonstrates sensitivity, good judgment and confidentiality in working with students and parents
- Must demonstrate competency with basic word processing, spreadsheet, and internet applications; Ability to use basic office equipment.
- Experience with Magnus preferred.

Physical Demands:

- Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and that may involve lifting, carrying, pushing and/or pulling of moderately heavy (20-50 pounds) objects and materials. May be required to lift or move an injured or sick person.
- Work in a traditional climate controlled office environment.