



The Buckley School values and supports diversity in the workplace and in the classroom.

## Position Opening

# **School Nurse & COVID Task Force Chair**

The Buckley School, an independent K-12 school is seeking a School Nurse & COVID Task Force Chair. We're a community of faculty, staff, students and wonderfully supportive parents in a quiet neighborhood in the hills of Sherman Oaks in the San Fernando Valley of Los Angeles. Benefits include 3 medical plan options, 2 dental plans, a vision plan, 100% match on retirement plan contributions up to 5% of earnings, lunch, 4 weeks of paid time off in addition to 2 weeks each for winter & spring breaks. This is a full-time year-round position and includes 4 weeks of paid time off in addition to two weeks off for winter break and two weeks off for spring break.

The School Nurse supports the learning experience of students by providing students and employees with first aid or evaluating their need for other forms of care and referring them to the appropriate resources. This position reports to the Director of Plant Operations and is responsible for developing and implementing health policies and procedures in support of the school's mission and in compliance with federal, state, and local laws. The School Nurse also consults with and provides advice to the division heads, teachers and others regarding students' specific health issues which may impact their learning experience. This position also provides advice to senior administrators regarding health issues as they relate to the school, directs the activities of the Health Office, and supervises the Health Office Assistant.

In the role of COVID Task Force Chair this individual will prepare and facilitate the implementation of a comprehensive Action Plan concerning COVID-19. Review, analyze and develop guidance protocols for assuring compliance with federal, state, and local legislation. Collaboratively coordinate with The Buckley School community (both Parent and School Divisions) to deploy, monitor, and maintain Buckley and County health/safety guidelines for schools, students, and employees. Develop recommended protocol and actions for return to campus, classroom and playground interactions based upon research and organizational goals.

### **ESSENTIAL FUNCTIONS (General)**

- Supervise the Health Office Assistant
- Obtain, maintain, and update all student health records and histories in Magnus Health®.
- Meet with students, parents and teachers regarding health issues and concerns
- Screen students for basic medical data and status

- Provide major or minor first aid to students and employees and refer students to community agencies and clinics as required.
- Counsel students with special health needs (physical, mental, or emotional) to ensure best possible personal and social adjustment and refer them to the school counselor or other services or agencies as appropriate.
- Evaluate students or employees with contagious and/or infectious diseases.
- Supervise and implement the school medication policy, administering medication of various sorts including insulin (via pump or subcutaneous), inhalers, oral and intramuscular medication in accordance with RN licensure.
- Assist the Health Department in establishing measures to prevent, minimize and control communicable diseases on campus.
- Meet with teachers and Principals to review student's specific health issues that may impact the learning process or provide for student's safety and wellbeing (this includes weekly meetings with the Lower School child study team).
- Enforce the School's protocol on blood-borne pathogens.
- Grant temporary exemptions from PE to ill or injured students and monitor long-term medical exemptions and/or restrictions.
- Serve as health education resource contact for students, parents, and employees.
- Document student and employee illnesses and accidents.
- Report to local police authority and Children's Protective Services any suspected instances of child abuse and counsel other employees when making child abuse reports.
- Evaluate employees who incur work-related illnesses or injuries, refer employees to outside medical provider and follow-up on injuries and claims in conjunction with the Human Resources office.
- Collaborate with the Plant Operations Supervisor to administer the school's Emergency Preparedness program.
- Chair the school's Health and committee.

#### **ESSENTIAL FUNCTIONS as COVID Task Force Chair**

- Urgently review and analyze new and rapidly changing federal, state and local health and safety guidelines, restrictions and best practices.
- Build and maintain partnership with LACDPH as the school's direct liaison.
- Review science/medical based data and research.
- Maintain understanding of standard of care to advise Buckley community as primary COVID-19 resource.
- Create and maintain school-specific resources, such as operating plans and parent-facing materials.
- Facilitate and oversee implementation of health and safety protocols related to distance learning and/or hybrid education models and supporting Academic Team and Plant Operations with related operational needs.
- Collaborate and communicate often with direct Supervisor (Plant Operations Supervisor & COVID Task Force Team member) on all items listed above.
- Regularly communicate with all COVID Task Force Team members including the Head of School, Assistant Head of School, Chief Financial Officer, Director of Plant Operations and Plant Ops Supervisor.

**EDUCATION AND/OR EXPERIENCE**

RN or BSN RN (licensed in California)

First Aid and CPR certification

**SKILLS AND KNOWLEDGE**

- School Nurse Certificate and Public Health Certificate are desirable.
- Demonstrated competency in diversity, multiculturalism, inclusion, equity, and social justice.
- Must hold a valid Class C driver license
- Solid organizational skills
- Demonstrated ability to solve problems and work independently.
- Proficiency with MS Office (Word, Excel, Outlook, Internet Explorer)
- Must be able to lift and carry up to 30 lbs.
- Good communication and interpersonal skills capable of maintaining strong relationships
- Comfortable delivering Professional Development training to faculty/staff and families
- Attention to details even under pressure
- Time management skills with the ability to meet deadlines
- This position requires adaptability, analyzing, assessing, calculating, decision making, dependability, good judgment, reading, memorizing, social skills, speaking, multitasking, and writing

**TO APPLY**

Interested candidates should send their resume to Melissa Cortez [mcortez@buckley.org](mailto:mcortez@buckley.org).

In the cover letter/email please explain how you have included diversity, equity, and inclusion in your work.

**ABOUT THE SCHOOL**

The Buckley School, with 830 students, is one of the most respected independent schools in Los Angeles. Buckley is known for its unique educational philosophy, the 4-Fold Plan of Education, which melds a whole-child approach with elements of structure, as well as for its warm and nurturing educational environment.

The school's curriculum balances academics, the arts, physical development and ethical education. Buckley's creative, personalized approach to education emphasizes high academic standards for all students and includes traditional touches that develop the character and discipline that unlock students' potential.