

The School

Sacred Heart Schools, Atherton (SHS) is rooted in a strong and deep history. Founded in 1898 by the Society of the Sacred Heart, an international congregation of Catholic women religious, it is a Roman Catholic, independent, coeducational school dedicated to the educational philosophy expressed in the Goals and Criteria of Sacred Heart Schools. Located on a beautiful 64-acre campus in the San Francisco Bay Area, SHS is one of 24 schools in the U.S. and Canada Network of Sacred Heart Schools and is affiliated with a network of over 200 Sacred Heart schools worldwide. SHS is made up of two divisions: Preschool through Middle Schools (P-eighth grade) and Preparatory (grades nine through twelve). Today, SHS is a vibrant, thriving, and dynamic institution, committed to educational excellence and the teachings of a Christ as expressed in forgiveness, compassion, respect and generosity. From preschool through high school, our world-class, diverse faculty and staff guide students of all faiths to become thoughtful and caring young adults through a rigorous curriculum and mission-driven programs, the development of active leadership skills, and emphasis on personal integrity. These are the hallmarks of the SHS experience, and the core of our Sacred Heart spirit.

To learn more about Sacred Heart Schools, Atherton, please see our website at <http://www.shschools.org>

The Position

SHS seeks a talented and highly qualified full-time School Nurse at the Preparatory. The successful candidate will direct the division's school health services program and provides medical care and services to high school students in grades 9-12.

Key responsibilities for this important role include but are not limited to:

- Establishes, reviews and maintains protocol for medical and health services programs for the high school in coordination with administration (principal & administrative team)
- Provides medical care and services to students according to physician prescribed medical care and treatment orders. Creates and maintains documentation of all treatment and medical services activity
- Works with student life and prep office staff to maintain student immunization and other medical records. Follows confidentiality and privacy rules and regulations
- Responds to emergency medical situations; performs first aid as needed; coordinates with local emergency personnel and agencies as required
- Works with Director of Operations and other health personnel to develop and implement school's Bloodborne Pathogen Exposure Control Policy and Plan; provides training and keeps records as required
- Maintains inventory of supplies and materials needed in the clinic (health room) ; develops and monitors procedures for maintaining adequate supplies in all school first aid kits & field trip packs

Required Qualifications

- Bachelor's Degree in Nursing from an accredited college or university
- Valid California Registered Nurse (RN) licensure
- Valid CPR/AED certificate; State licensing requirements and CPR / AED certification must be met and maintained
- Minimum of one (1) year experience in public health, community health, school or pediatric nursing
- A valid California Class C Driver's License and a satisfactory driving record
- A clear commitment to the educational philosophy of the school as articulated in the Goals and Criteria of Sacred Heart Schools and professional behavior based on it
- Demonstrated ability to exercise professional judgment in decision making
- Ability to organize and work independently and coordinate with others
- Genuine interest in and passion for health needs of the student population
- Ability to use basic office equipment
- Ability to communicate effectively with all constituents in a school environment
- Basic computer skills (MS Word, Excel and database)
- Excellent attendance and punctuality

Preferred Qualifications

- Master's Degree in Nursing from an accredited college or university
- School Nurse Services Credential from California Commission on Teacher Credentialing
- Previous experience in treatment and evaluation of children.
- Successful work experience with students with special needs
- Familiarity with applicable laws – ADA, Worker's Comp, State Education Code, etc.,
- Ability to speak and write Spanish.

For a more detailed job description, please visit our career page at <http://www.shschools.org/Page/About/Careers--SHS> and look for the **School Nurse** position under the Preparatory heading.

Employment

This position offers competitive compensation and health and welfare benefits subject to plan parameters, including medical, dental, vision, Life & LTD, 403(b) retirement plan and more.

To Apply

Online: send resume and cover letter to hrjobs@shschools.org; please indicate **Prep School Nurse 2021** in the subject line.

Via Mail:

Sacred Heart Schools

150 Valparaiso Avenue

Atherton, CA 94027

Attention Human Resources: **Prep School Nurse 2021**

Sacred Heart Schools, Atherton believes that each individual is entitled to equal employment opportunity without regard to race, color, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, citizenship, veteran status, or any other class protected under federal, state or local laws.

As a faith-based institution, we reserve the right to use religion as a criterion in hiring decisions, as permitted by law, as it relates to performing essential job duties.