

Sacred Heart Schools, Atherton (SHS) is seeking excellent candidates for a **School Nurse** serving the lower and middle schools effective immediately. This is a full time non-exempt position, tending to the health needs of lower and middle school students and participating in the Sacred Heart community. Requirements include a BSN or RN with a BA in related field and at least one year of experience in public health, community health, school or pediatric nursing. The successful candidate will be able to masterfully assess and address the immediate health needs of the students. The ideal candidate will bring a wealth of experience to the school and enjoy the unpredictable nature of the position. The Nurse is expected to work 7:30AM to 4:00PM Monday through Friday.

Successful candidates will have familiarity with applicable law and good practice; an ideal candidate will possess a high level of emotional intelligence, a gentle and caring attitude and most important, a willingness to collaborate with a dynamic team of engaged educators. The ideal candidate will also have a demonstrated interest in multicultural education, educational technology and a deep concern for educational access, diversity and inclusion (see Statement on Equity, Justice, and Multicultural Education). A healthy and appropriate sense of humor is always a plus! **For a complete job description please go to <https://apptrkr.com/1589362>.**

Well qualified candidates will also demonstrate 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 in it: <https://www.shschools.org/page/about/mission--educational-philosophy/educational-philosophy>

Essential Functions include but are not limited to:

- Establishes, reviews and maintains protocol for medical and health services programs for the lower and middle school in coordination with administration (principal & administrative team)
- Delivers and documents nursing care to all lower and middle school students using nursing judgment consistent with the standard of care.
- 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 administrative office staff to maintain student immunization and other medical records. Follows confidentiality and privacy rules and regulations
- Confers with students, parents and teachers regarding medical treatment; follows confidentiality policies and regulations
- Upon written consent of parents/guardians, monitors, provides assistance, and/or administers insulin to students with diabetes, as needed. Provides other treatment as necessary
- Responds to emergency medical situations; performs first aid as needed; coordinates with local emergency personnel and agencies as required
- Works with Director of Campus Safety and Security and other health personnel to implement school's Bloodborne Pathogen Exposure Control Policy and Plan; provides training and keeps records as required

Qualifications include but are not limited to:

- BSN or RN with a BA in related field; State licensing requirements and CPR / AED certification must be met and maintained
- Minimum of one year experience in public health, community health, school or pediatric nursing
- Familiarity with applicable laws - ADA, Worker's Comp, State Education Code, etc., preferred

Employment

The advertised position offers competitive compensation. SHS has a policy of making health and welfare benefits available to employees based on the length of assignment and subject to the plan parameters, including medical, dental, Life & LTD, vision, 403(b) retirement plan and more. Pre-employment background screening is required for all positions.

To Apply:

Please do not contact the school by phone or address your materials to any other addresses other than the ones below. Please apply online by sending a resume and cover letter detailing your grade level experience to hr@shschools.org

You **MUST** indicate **LMS School Nurse on the subject line**

Or, you may mail your resume and cover letter detailing your grade level experience to:

Sacred Heart Schools, Atherton

150 Valparaiso Avenue

Atherton, CA 94027 - Attention Human Resources: **LMS School Nurse**

Submissions will be reviewed on a rolling basis.

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.