



**Job Title:** School Nurse

**Department:** Resident Life

**Position reports to:** Medical Director

**FLSA Status (Exempt/Non-Exempt):** Non-Exempt

**Full-time/Part-time:** Full-Time

### **Position Summary:**

A team member at St. John's Northwestern Academies (SJNA) has the opportunity to play a significant role in a young person's life. Due to the fact that SJNA is a boarding school, a staff member has unique opportunities not present in traditional day-school settings. Also, the demands placed on a staff member at SJNA exceed those of a traditional day-school. A team member at SJNA who thinks beyond the job's scope and understands their role as more than just a job, but rather as a vocation, will have a rewarding experience.

### **RESPONSIBILITIES**

- Provides care to students and staff who need emergency care due to injury or who present with an acute illness
  - Detect health problems in early stages through regular screenings
- Within the nurse's scope of practice and state laws, trains and delegates to unlicensed school personnel medication administration and/or the delivery of health services as ordered by a licensed healthcare provider. Delegation to others involves initial assessment, training, competency validation, supervision and evaluation by the school nurse
- Assists faculty and staff in monitoring chronic medical conditions
- Coordinate care and student emergency action plans related to diabetes, seizures, asthma, allergies and use of emergency medications i.e. Epi-Pen, Glucagon and Diastat
- Obtain parental consent for health services
- Maintain an Individual Health Plan (IHP) for children with chronic disease. Provides leadership for the provision of health services
- Assures that school policies and procedures adhere to legal and regulatory statutes and ethical standards of nursing practice
- Serve on advisory committees/consultation for health accommodations necessary to support student individual education care plans, (i.e. 504 & IEP)
- Assist with the development of school emergency response plan for emergencies and disasters and the training of staff to respond appropriately within applicable state laws



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- Develop plans/implement plans, and evaluate response to interventions
- Provides screening and referral for health conditions
- Address potential health problems that are barriers to learning or symptoms of underlying medical conditions by coordinating and assisting with mandated screenings, i.e., vision, hearing and scoliosis
- Initiates referrals according to state and school policies
- Promotes a healthy school environment
- Monitors immunizations and reports communicable diseases as required by law
- Review immunization records for compliance to state laws and school policies
- Assist in evaluation of school emotional environment to decrease potential bullying and violence and/or an environment that is not conducive to optimal mental health and learning
- Provides health education information directly to individual students, groups of students, or classes or by providing guidance and consultation about health education curriculum
- Provides leadership in the development and evaluation of school health policies
- Oversees the collection of health data and submission of health reports for immunization
- Serves as a liaison between school personnel, family, community and health care providers
- Provides case management through by communicating with the family through telephone calls and written communication
- Serves as a representative of the school community and communicates with community health providers and community health agencies and partnerships to promote the health of the community

**Supervisory Duties:**

- N/A

**QUALIFICATIONS/REQUIREMENTS:**

- A Bachelor of Science in Nursing degree, Master Degree is strongly preferred.
- Must have an active Wisconsin Registered Nurse (RN) license
- CPR and AED certification
- Must have pediatric nursing experience
- Must be physically able to perform all duties including, lifting up 50 pounds
- Must have a valid Wisconsin driver's license.

Interested applicants should email their resume to: [careers@sjnacademies.org](mailto:careers@sjnacademies.org)