



Assumption of the Blessed Virgin Mary School

Job Description: School Nurse, R.N.

Status: Full Time

Responsible to and reports directly to the Principal of Assumption School

Mission Statement:

The School Nurse supports the mission of Assumption Catholic School by promoting the physical, emotional and spiritual well-being of students and staff. The nurse provides healthcare services, health education and emergency care while fostering a safe and compassionate environment that reflects Catholic values.

Position Summary:

The School Nurse is responsible for managing student health needs, maintaining health records, administering medications, providing first aid and emergency care, ensuring compliance with state and diocesan health requirements and serving as a resource for students, families and staff regarding health-related concerns.

Essential Duties and Responsibilities:

Student Health Services

- Provide first aid and nursing care to students and staff as needed.
- Assess student illnesses and injuries and determine appropriate interventions.
- Administer medications and treatments according to physician orders and school policies.
- Monitor students with chronic health conditions such as asthma, diabetes, severe allergies, seizure disorders, and other medical concerns.
- Develop and maintain individualized healthcare plans as needed.
- Coordinate care with parents, healthcare providers, and school personnel.

Health Records and Compliance

- Maintain accurate and confidential student health records.
- Monitor and verify immunization records in compliance with state and diocesan requirements.
- Ensure all required health screenings and documentation are completed and maintained.
- Report and record all injuries and accidents accurately.
- Track and report communicable diseases as required by local health authorities.

Emergency Preparedness

- Respond to medical emergencies and implement emergency care procedures.

- Maintain emergency action plans for students with medical needs.
- Ensure emergency medications and supplies are available and up to date.
- Participate in crisis response planning and school safety initiatives.
- Assist with emergency drills and preparedness training.

Health Education and Promotion

- Provide health education and wellness information to students, staff, and families.
- Promote healthy habits, nutrition, hygiene, and disease prevention.
- Assist in implementing school wellness programs and initiatives.
- Support student mental health and emotional well-being through referrals and collaboration with counselors and support services.

Collaboration and Communication

- Serve as a liaison among families, physicians, healthcare providers, and school staff.
- Maintains strict confidentiality regarding all matters pertaining to students and personnel.
- Communicate health concerns and recommendations to parents in a timely and professional manner.
- Collaborate with administrators, teachers, counselors, and support staff to address student health needs.
- Attend CARE Team and/or IHP meetings of special education students when health concerns are present.
- Attend faculty meetings and professional development as required.
- Notifies parents, as needed, of students' communicable disease exposure, symptoms, and proper medical attention required.

School and Community Support

- Support school events, field trips, and extracurricular activities as needed.
- Assist with health-related policies and procedures.
- Promote a positive, faith-filled school culture rooted in Catholic values.
- Model Christian behavior and maintain professionalism at all times.
- Conducts demonstrations and discussions on subjects concerning health in the classroom, upon the request of the teacher or principal.

Qualifications

- Current Registered Nurse (RN) license in the State of Missouri (or applicable state).
- Bachelor of Science in Nursing (BSN) preferred.
- Current CPR, AED, and First Aid certification.
- Previous applicable experience.
- Knowledge of state health regulations and school health requirements.
- Strong communication, organizational, and interpersonal skills.
- Prevent and Protect certification through the Archdiocese of St. Louis or other Catholic Diocese

Physical Requirements

- Ability to respond quickly to emergencies.
- Ability to lift, assist, and move students when necessary.
- Ability to sit, stand, walk, bend, and perform routine nursing tasks throughout the school day.

Faith Requirements

- Support and uphold the philosophy, mission, and values of Catholic education.
- Respect and promote the teachings of the Catholic Church.
- Demonstrate professionalism, compassion, integrity, and a commitment to serving students and families.

Work Schedule

- School-year position following the academic calendar.
- Clock in/out each day in the Main Office.
- Typical hours: School day hours 7:20 am - 3:30 pm with occasional evening or weekend events as needed.

In addition to Nursing Duties, the School Nurse:

- Assist the School receptionist/administrative assistant in AM and PM with office needs.
- Morning “runner” for late students.
- Support lunch and recess supervision.
- Support arrival and dismissal procedures.
- Answer office phone and cover lunch breaks when needed.

Evaluation

Performance will be evaluated annually by the Principal based on fulfillment of job responsibilities, professionalism, communication, and contribution to the school's mission and culture.

Assumption Catholic School is an equal opportunity employer and welcomes qualified candidates who support the mission and values of Catholic education.

Compensation

- Hourly competitive wage
- 50% Child Tuition Benefit
- 403B
- Health Insurance