

Job Title

Staff School Nurse

Reports To

Head of Schools

Supervises

Occasional Nursing Students

Directs school office assistants in care of students, medication administration, and health issues

Job Summary

The nurse promotes health and safety for the students and staff of BCS. The nurse is in charge of health services for current and future community health issues.

- Shall possess as a minimum a current Indiana R.N. license (BSN preferred)
- Minimum five years experience
- Current CPR certification from a state recognized course required
- CPR instructor certification is preferred

Primary Responsibilities

- Direct health care for injuries and health conditions of students requiring first aid or emergency care
- Acquiring Individual Health Care Plans for students with chronic illness and coordinating that care with appropriate staff and parents
- Advocate for BCS Students
- Administration of medication according to health care provider's instructions
- Data entry and maintenance of student immunization and health records
- Coordination and oversight of state mandated health screenings
- Assists with the collection of health data. Retains/Maintains information for IN State reports if required
- Be aware of the Health Office supplies and communicate when items are low/possible additions needed
- Assists with the develops of procedures related to a healthy school environment
- Serves as liaison between school personnel, family, community and health care providers
- Assist as needed to ensure staff receive OSHA Blood Borne Pathogen training and if able CPR / AED certification
- Ability to provide guidance and direction during any health emergency
- Provides health education information directly to individual students, groups of students, or classes as needed
- Serves on the Safety Committee

The above description covers the most significant duties performed, but does not restrict the administration's right to assign or reassign other reasonable duties, responsibilities, or expectations to this job at any time with or without advance notice.

Position Requirements

- Live and abide by the BCS Articles of Employment and Statement of Faith that is signed annually.
- Have the ability to function as a member of a team and to work as a team member, harmoniously and cooperatively with professional staff and the school community.
- Have the ability to work effectively, cooperatively and respectfully with staff, parents, and students.
- Shows evidence of a personal faith in Jesus Christ and acceptance of Jesus as Savior and Lord.
- Has a working knowledge of the Bible and maintains a daily personal devotional life so as to be prepared spiritually for the demands of the position and discipling students.
- Demonstrate love and obedience to Christ and His Word.

- Faithfully engaged in a local church and serving in ministry as opportunities are provided.
- Participate in faculty devotions.
- Able to provide at least three favorable references including a pastor, and two professional references.
- Able to provide a “clean” criminal background check.

Essential Skills and Abilities

- Detailed and thoughtful with problem solving (including the ability to “think outside the box”)
- Excellent communication skills, oral and written
- Excellent interpersonal skills
- Highly organized
- Ability to move from building to building to be a presence in each school office
- Ability to react quickly to an emergency situation

Work Schedule

School Year and Year Round as needed

Date Prepared

[June 2023](#)

Date Revised