

Type: Staff (approx. 25 hrs/week)

Posted: October 24, 2017

Application Deadline: position open until filled

Start Date: as soon as possible

Evansville Day School (EDS), in partnership with parents, offers a student-centered, college preparatory program supported by a challenging and comprehensive curriculum that encourages each student from Junior Pre-Kindergarten through grade 12 to strive for excellence in mind, body, and human spirit. EDS was founded in 1946 and remains the only independent school in the Southwest Indiana (tri-state) region. The school enrolls approximately 300 students and boasts a 40 acre wooded campus, an impressively diverse student body, and 100% four-year college placement.

As with all positions at Day School, faculty and staff hold much more than a job. Day School employees enjoy the opportunity to be part of an intellectual, interesting, and supportive learning community with myriad ways to engage students, families, and colleagues as everyone participates in the life of the school. All Day School faculty and staff are asked to focus actions and decisions on what is best for the school and the students.

Job Description:

The school nurse strengthens and facilitates the educational process by improving and protecting the health of students, faculty, and staff. Priority is given to responding to and prevention of injuries and illness and the early detection and correction of health problems. The school nurse is uniquely qualified in preventive health, health assessment, and referral procedures.

Responsibilities:

- Administer first aid care, OTC and prescribed medication/services for students and staff
- Develop & implement a health plan for students, including those with chronic health issues and allergies
- Initiate referrals to parents, school personnel and community health resources for intervention, remediation, and follow through
- Correspond with parents regarding student's health needs
- Answer phones and greet visitors (part-time in coordination with office staff)
- Maintain a professional and welcoming appearance in the Front Office
- Provide staff/faculty instruction and training regarding CPR, first aid, action plans, epi-pen administration, blood borne pathogens, and other relevant health issues
- Promote and assist in the control of communicable diseases through preventive immunization programs, early detection, surveillance and reporting
- Coordinate school and community health activities such as blood drives, walkathons, and/or other health related programs.
- Provide health assessments
- Screen and evaluate findings for deficits in vision, hearing, scoliosis, growth, etc.
- Assess student symptoms and treat as parental permission allows or send students home as needed
- Develop procedures and provide for crisis intervention for acute illness, injury, and emotional disturbances
- Maintain security of school health supplies and student medications, and ensure all supplies and medications are not expired
- Maintain and update cumulative health records (screening results, physicals, immunizations, etc.) and electronic charting of encounters and medication administration

- Obtain necessary information/permissions from parents regarding reporting health data, medication administration, hospital/physician preference and emergency information.
- Enter immunization records into state database (CHIRP) and encourage parents to maintain current immunization protection as recommended by the Department of Health
- Help develop/revise school health policies, procedures, and standing orders
- Report regularly to the Division Heads on school health activities and prepare appropriate reports for school administrators and the State Department of Health
- Monitor compliance of school health program with federal, state, and local laws
- Collaborate with local agencies and serve as a health liaison between school, home, and the community
- Serve as a resource to the classroom teachers and administrators in health instruction
- Other duties as assigned by the Head of School

Qualifications:

- Possession of a current license to practice professional nursing in Indiana (preferred)
- At least one year experience as a professional nurse (preferred but not required)
- Certified in CPR
- Excellent work ethic, organization, and interpersonal skills
- Pleasant and approachable demeanor
- Resolutely professional
- Outstanding attention to detail
- Ability to work well with a variety of constituents while maintaining a sense of humor
- Passion for children and for the mission of Evansville Day School

Background:

- All employees and volunteers must agree to a comprehensive background check

Application:

- To apply send a cover letter, resume, and three references to Shannon Dierlam (Administrative Assistant) at sdierlam@evansvilledayschool.org. Please include "School Nurse position" in the Subject line.