



Crossroads Charter Schools

Job Description Title: School Nurse

Direct Supervisor: Chief Operating Officer

School Summary:

At Crossroads Charter Schools, we...

- Understand the significant difference between equity and equality. Every student deserves to receive what he/she needs to succeed (equity), not that every student receives the same amount of resources, instruction, attention, etc. (equality).
- Develop school environments where all students are actively and meaningfully engaged in rigorous instruction and authentic learning tasks.
- Interrupt the “school to prison pipeline” – policies and practices that are directly and indirectly pushing the most at risk students out of school and on a pathway to the juvenile and criminal justice systems.
- Engage families as partners in meaningful ways.
- Build the capacity of diverse teams that are more reflective of our students.
- Nurture an open, collaborative, and trusting environment because the work is enormous, deeply personal, emotional and often difficult.
- Engage in on-going job embedded professional development through co-teaching and co-planning

Position Summary:

The School Nurse strengthens and helps to facilitate the educational process by identifying and working to alleviate or minimize the effects of health related barriers to learning in individual students. The School Nurse will be active in implementing the school health program and promoting wellness for students and staff. The School Nurse at Crossroads Charter Schools will oversee the health and wellbeing of students.

All duties are to be performed in accordance with standards of professional nursing care and practices, district/state board of education policies and procedures and Missouri State Nursing Practice Act. Specific responsibilities include but are not limited to:

Position Responsibilities:

- Provide professional nursing services, first aid, illness and emergency care to students, guided by the nursing process and sound decision-making process in accordance with school policies and procedures.
- Provide emergency response and first aid; must be able to perform CPR and use an AED.
- Administer medication with appropriate safety-checks and documentation and adequately train members of support team on medication administration and first-aid as needed.
- Inform educators and support team of pertinent student medical information.

- Family-school-student consultation and collaboration abilities; Contact families regarding student illness, and informing them on recommendations for care and illness-associated exclusion criteria.
- Develop Individual Health Care Plans and support the development of 504 Plans for students with special health-care needs on a case-by-case basis.
- Prepare and maintain accurate student health records and ensure compliance with state and school retention policy.
- Maintain health and immunization records; assist with compiling state immunization report for compliance with state statutes.
- Coordinate annual Vision and Hearing Screenings; notifying parents when further medical evaluation is indicated.
- Coordinate and monitor school health program and ensure compliance with federal, state and local laws, regulations and policies.
- Assist in the development and evaluation of procedures related to school health and ensure the implementation of those procedures. .
- Provide staff development on student safety and health-related topics for school staff.
- Participate in the development of school emergency health and safety plan.
- Maintain up to date contact information for health resources within the community including primary, urgent and emergency medical, dental, and vision care service providers as needed.
- Review health surveys collected during enrollment to identify health concerns and ensure that concerns are communicated to pertinent instructional staff.
- Follow procedures for suspected cases of child abuse and neglect.
- Act as a liaison between the school, home health department professionals, and other community agencies.
- Assist instructional staff with the development of health education curriculum
- Effectively utilize local, state and national resources to meet needs within the student population.
- Participate in training and professional development
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating, etc.
- Perform other duties and responsibilities as assigned by their supervisor.
All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.
- Perform other duties and responsibilities as assigned by the Lead School Nurse.

Skills and Qualifications:

- Licensed in the State of Missouri as a Registered Nurse.
- Graduation from an accredited program with either an associate's degree in Nursing (ADN) or a Bachelors of Science in Nursing degree (BSN).
- Current CPR/AED certified.
- Experience working in a school or medical setting.
- Excellent teamwork skills and an ability to collaborate closely with colleagues and partners to identify challenges and to design and implement solutions.
- Strong computer skills; must be proficient in the use of email, the internet, Microsoft Word, Microsoft Excel, and Google Apps and be able to apply these skills towards the necessary organization, documentation and communication requirements of this position.
- Desire to continue professional development.
- Excellent organization skills and an ability to coordinate multiple tasks and activities.

- Outstanding verbal and written communication skills and an ability to keep multiple stakeholder groups, including parents, teachers, staff, volunteers and partners, informed of critical issues, activities and schedules.
- An ability and enthusiasm for promoting the school and its mission to a broad and diverse group of people.
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned ● Demonstrates ethical behavior and confidentiality of information about students and teachers in school environment and community.
- Must pass extensive background check and drug screening.

Key Working Relationships in Addition to Supervisor:

Lead School Nurse, Executive Director, Chief Academic Officer, Principal, Operations Manager, Teachers, Students, Parents, Volunteers, Counselors, Behavior Intervention Specialist, Office Staff.

- **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to walk 4 blocks at a time to travel between school locations and respond to emergencies at recess locations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.