

Saint Theresa Catholic School

Part- Time Nurse

Introduction

Saint Theresa Catholic School, a Classical educational institution in the Archdiocese of Galveston-Houston serving Pre-K to 8th Grade students, seeks a part-time School Nurse. Saint Theresa Catholic School is firmly committed to furnishing students with an education that combines the wisdom of the classics with a firm foundation in faith and morals. Located in Sugar Land, Texas, Saint Theresa Catholic School's rigorous liberal arts curriculum includes daily instruction in Latin starting in 1st Grade; classes in traditional liturgical chorus three days a week; and lessons in Art and Art History twice a week. In keeping with our mission, we "strive to form students who have a genuine love of God and the Church and who are prudent, compassionate, kind, courageous, and generous in their service of one another and to others."

Position Summary

The School Nurse manages all processes related to the health and well-being of all STCS students. He or she provides assessment, screening, planning, intervention, evaluation, case management and/or referrals concerning the health and medical care needs of students for the purpose of minimizing absences due to illness, maximizing educational opportunities, and creating a healthy school climate. He or she delivers appropriate medical assistance to students, as needed. The School Nurse provides regular monitoring and real-time processing of student medical records and related reports. This individual assists students, faculty, and administration with information on health and safety and the treatment of injuries. The Nurse must be knowledgeable, affable, genial, welcoming, and good humored. He or she must display a positive attitude in interacting with all campus visitors, staff, students, and parents. The Part-Time Nurse reports to the Headmaster for primary duties, and to the Office Manager in the areas of administrative support for front office duties.

Personal Characteristics

The School Nurse must be responsive to all constituents and be able to work independently. He or she must be knowledgeable with respect to current health and safety guidelines. He or she must be able to offer students and families basic guidance and general information on injuries, illness, and overall well-being. The incumbent must have strong verbal and written communication skills and excel at interacting with students, parents, faculty, administrators, and staff.

In addition to the personal characteristics already described, the incumbent should support, embrace, and instill the habit of excellence and virtue to foster the vision of Saint Theresa Catholic School as an educational institution that finds glory in the true, the beautiful, and the good. The incumbent should consistently demonstrate the skills, attitudes, and stable disposition of character to support the richness of our Catholic and Classical identity while fostering the development of mind, body, and spirit in our students, our faculty and staff, and the greater community.

Qualifications

The qualified individual will have at least a Bachelor's degree in Biology, Chemistry, or related science area, with coursework in growth and development, health assessment, public or school health, crisis intervention, and health education. The Nurse must be a person of unquestioned integrity, must be well organized and detail-oriented, and must be firmly committed to maintaining the confidentiality of medical, academic, and financial records. He or she must meet the qualifications of a school nurse as defined in state regulations and have had successful experiences working with pediatric population, preferably in a community or school setting desirable.

License or Certificate

Must be a Registered Professional nurse, designated as R.N. as defined and determined by state law, and currently licensed in the state. The incumbent will hold current certification in Cardio-Pulmonary Resuscitation (CPR).

Equipment

Must be adept at using medical equipment to provide health care to students, faculty, and staff, including, but not limited to, blood glucose monitor, stethoscopes, thermometers, sphygmomanometers. The incumbent must be proficient in the use of current computer technology and Microsoft Office.

The ideal candidate will have a Master's degree in Nursing or a related field.

Overall Objectives

To provide assessment, screening, planning, intervention, evaluation, case management and/or referrals concerning the health and medical care needs of students for the purpose of minimizing absences due to illness, maximizing educational opportunities, and creating a healthy school climate.

Direct Reports

N/A

Specific Accountabilities

Duties include but are not limited to the following:

- Works collaboratively with health care providers, students, parents, school staff, and community agencies to ensure access and continuity of care for students.
- Assists in the establishment and maintenance of a comprehensive school health program.
- Collects information about the health development status of students for compliance with state immunization regulations and TCCED requirements. Completes and submits Immunization and TB reports to the Catholic Schools Office.
- Conducts school programs of immunization, physical examinations, and sight and hearing testing.

- Performs nursing assessment for students who are ill or injured; applies appropriate theory as basis for providing first aid, nursing care, intervention and referrals for those students.
- Evaluates nursing care provided and changes plan of care as necessary.
- Implements policy with respect to the exclusion and readmission of students in connection with certain infectious and contagious diseases (e.g., Tuberculosis).
- Maintains accurate records and documentation in accordance with state and federal law
- Intervenes as guided by the nursing care plan to implement nursing actions that promote, maintain or restore health, prevent illness and effect rehabilitation.
- Serves as a member of school teams as designated health care professional.
- Provides guidance and health education to students, parents, and employees as necessary.
- Reports to parents, school personnel, physicians, clinics, and others as needed to meet student health needs.
- Provides instruction and training regarding the Heimlich maneuver, warning signs of abuse and neglect in children, Blood Borne Pathogen training, the school's Emergency plan, and care for all students, including those with disabilities.
- Contributes to nursing and school health through innovations in theory; practice and participation in research, including narrative and statistical reports.
- Notifies the appropriate person or agency of student's injury/illness in accordance with policy as necessary.
- Confers with parents, students and school staff and professionals to interpret health and developmental assessments.

Knowledge, Skills, and Abilities:

- Knowledge of medical terminology, anatomy, symptoms, diagnoses, treatments, first aid, illnesses and injuries, nutrition, and related areas.
- Ability to diagnose and provide care for ill or injured students.
- Ability to convey appropriate medical information to school district staff or medical professionals.
- Ability to add, subtract, multiply and divide, and perform arithmetic operations as needed for position.
- Ability to understand, apply, and use personal computers and software applications (e.g., Word, Excel, PowerPoint, the Internet, Outlook, electronic mail).
- Ability to problem solve job-related issues.
- Ability to work with a diverse group of individuals and students with special needs.
- Ability to follow oral and written orders from supervisors, administrators, physicians, and to coordinate work with Headmaster, teachers and others.
- Ability to describe orally and in writing issues and concerns regarding school health.
- Ability to establish and maintain cooperative working relationships with students, staff, and others.

Safety Requirements:

- Adheres to all applicable professional safety standards and practices in the nursing field, including requirements set forth in federal and state law, and Occupational Safety and Health regulations.
- Implements Board Policy regarding Blood Borne Pathogens and other Board policies regarding the medical or health care of employees and students.

Physical and Mental Demands, Work Hazards:

- Works in standard school building environment.
- May be exposed to body secretions, blood borne pathogens, medicine and medicinal supplies, illnesses, and diseases.

Additional Duties

Performs other related tasks as assigned by the Headmaster.

Disclaimer

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position.