



JUPITER CHRISTIAN SCHOOL

Jupiter Christian School School Nurse Job Description

Founded in 1963, Jupiter Christian School is committed to excellence in teaching the mind, reaching the heart, and inspiring servant leaders to impact the world for Jesus Christ. Jupiter Christian School distinctively educates students in a Nurturing Community to excel in life and engage the world.

Job Summary: The Jupiter Christian School nurse must be a spiritually sensitive individual who understands the mission and philosophy of Jupiter Christian School and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgement, dignity, respect, and Christian living according to the Conditions of Employment outlined in the JCS faculty contract. The nurse must be a born-again Christian with spiritual maturity in academic and leadership abilities that will enable him/her to teach God's truth. The ability to communicate well with various types of people, handle confidential information appropriately, maintain a courteous, professional, and respectful attitude and demonstrate integrity in all situations are pre-requisites.

I. General Description of Duties and Responsibilities

- a. It is the responsibility of the school nurse to oversee the clinic and provide basic health services to students throughout the school day under the direct or indirect supervision of the nurse manager. .

II. Essential Job Requirements

- a. Provide students with basic care and treatment for acute illness/injury and document care provided in the electronic record.
- b. Communicate with parents regarding student illness/injury, make follow-up phone calls, and assist with the transition back to school in the event of prolonged absence due to illness/injury.
- c. Maintain daily clinic log in accordance with Florida State requirements.
- d. Administer prescribed medications to students, maintain physician authorization forms, and document use on the medication log.
- e. Assist with the development and maintenance of health care plans for students with chronic illnesses and/or disabilities.
- f. Collect and maintain on file a medical release form for each enrolled student with up-to-date emergency information.
- g. Supply teachers with medical release forms and first aid kits for school field trips.
- h. Assist with ordering supplies and materials for the clinic.
- i. Adhere to the standards set forth by the Florida Department of Health (DOH).
- j. Observe and enforce rules on bloodborne pathogens as outlined by the Occupational Safety and Health Administration (OSHA); maintain a copy

- of the school's universal precautions/bloodborne pathogens Exposure Control Plan (ECP) and assist with annual revisions as needed.
- k.* Coordinate volunteers to assist in the clinic.
 - l.* Coordinate staff in-service education on bloodborne pathogens, EpiPen/AuviQ administration, first aid, CPR, and use of AEDs in conjunction with the school nurse manager.
 - m.* Arrange for and assist with student health screenings (vision, hearing, blood pressure, scoliosis) and follow up with parents regarding screening results as needed.
 - k.* Complete/ensure completeness of accident reports and follow up as needed; maintain record of accident reports in the clinic.
 - l.* Evaluate students' readiness to return to school after illness/injury and ensure the receipt of proper medical clearance from the physician as needed.
 - m.* Promote health education and well-being throughout JCS.
 - n.* Facilitate student and/or employee participation in wellness programs (i.e., vision/hearing screening, vaccination clinics, cholesterol testing, etc.) as available.
 - o.* Maintain records on any incident involving exposure to bloodborne pathogens.

III. Qualifications

- a.* Spiritual
 - i.* Must have a clear testimony of personal faith in Jesus Christ as Savior (please check the school's website (www.jupiterchristian.org) regarding personal faith alignment to the JCS statement of faith).
 - ii.* Must be able to demonstrate active membership and involvement in a local church.
 - iii.* Must possess strong interpersonal and communication skills.

II. Education and Experience

- i. Registered Nurse (RN) or Licensed Practical Nurse (LPN) currently licensed to practice in the state of Florida.
- ii. Graduation from an accredited school of nursing.
- iii. One (1) year experience in school nursing preferred.
- iv. Current BLS certification.

IV. Physical Limitations

- a. Able to stand and walk frequently and/or for prolonged periods of time.
- b. Able to lift up to 50 pounds.

ACKNOWLEDGEMENT OF RECEIPT:

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

I acknowledge that I have received, read and understand this job description, that it substantially represents my job, and that I will perform the duties outlined herein to the best of my abilities.

Employee Name _____ Date _____

Employee Signature _____ Date _____