

## SCHOOL NURSE

Reports To: Chief Financial & Operations Officer  
Job Status: Full Time  
FLSA Classification: Non-Exempt  
Application Due: May 29, 2020  
Start Date: July 15, 2020

### Overview of Position

The San Francisco School is looking for someone with nursing qualifications and excellent social skills to work as part of the Front Office Team. A successful candidate will be able to multi-task in a fast-paced environment, remain calm under pressure, and work flexibly as a team player. Excellent database, verbal, and written communication skills are required. Previous experience in a school setting is preferable. Paid time off for all school holidays, including Thanksgiving week, winter break, February break, and spring break.

We seek a team member with the following qualifications:

- RN with an unrestricted license in California
- Bachelor's degree in nursing or health-related field
- High-level of proficiency working with Google Suite, web browsers, and Microsoft Office
- Ability to quickly reach proficiency in school-specific database and communication programs
- Familiarity with immunization requirements for the State of California
- Ability to relate to and communicate with multiple-age groups and constituencies
- Ability to multi-task with frequent interruptions
- Availability to work 7:30-4:00 with lunch break, year-round

### Essential Functions

Triage:

- Administer first aid to students and staff as necessary
- Administer prescription and over-the-counter medications as authorized by parents
- Log treatment notes in electronic health portal
- Notify parents, teachers, and administrators of significant illness or injury
- Determine when to call for emergency services
- Determine when an injured or ill student must leave campus

Immunizations:

- Gather immunization records from parents/guardians at enrollment and at required grades
- Record status of all immunizations in electronic health portal
- Create state-required "Blue Cards"
- Contact parents regarding missing immunizations
- Report immunization status to state annually

#### Student Health Management:

- Maintain hard-copy health forms required by state licensing for Preschool
- Maintain all school-required electronic health and permission forms
- Update electronic health forms annually
- Maintain hard copy prescription and over-the-counter medication permission forms
- Compile list of allergies for kitchen and emergency backpacks

#### Infectious Illness Prevention and Response:

- Participate in Emergency Response Team meetings
- Coordinate with public health agencies and provide information to administration
- Participate in the establishment of health-related protocols and policies
- Monitor symptoms of infectious illnesses

#### Emergency Preparedness:

- Generate forms for classroom emergency backpacks and stock with medical supplies
- Maintain inventory of emergency medical supplies in storage
- Hire outside vendor for bi-annual CPR, AED, and first aid training for staff
- Gather specialized forms and medications for field trips and outdoor education trips

#### Communication:

- Notify appropriate constituents of infectious disease or lice outbreaks
- Send all-school reminders of health care protocol
- Update health-related sections of the Family Handbook and Employee Handbook

#### First Aid/Nurses Room:

- Manage OTC and prescription medication and first aid supplies
- Manage student communication with parents/guardians in case of illness or injury

#### Front Office Support:

- Answer school phone and support Front Desk during "overflow" moments
- Provide Front Desk coverage during breaks and lunch

### Overview of School

The San Francisco School is an independent school, preschool through eighth grade, with a commitment to being a multicultural and inclusive community. Suitably characterized by one parent as an "urban school with a village atmosphere" the school embraces San Francisco's ethnic, cultural and economic diversity. Our progressive approach to education encourages children to develop self-reliance, solid academic skills, creativity, and a commitment to social justice. Students graduate academically prepared, inquisitive, courageous, and eager for the challenges ahead.

The San Francisco School is committed to increasing staff diversity, both to reflect the high value SFS places on multicultural understanding and for the direct benefit of each student.

If you are ready to join us, please send a single document by May 29, 2020 with your letter of interest, resume, and three references to: [jobs@sfschool.org](mailto:jobs@sfschool.org).

Questions? Give us a call: 415.239.5065