

JOIN OUR TEAM

Come cultivate and celebrate the intellectual, imaginative, and humanitarian promise of each student

Health Care Practitioner

Job Status: 50% Part-time, 10 month

FLSA Classification: Exempt

Reports to: Laura Post, Associate Director of Operations

Start Date: August 7, 2024

Hours: M-F, 10:00 am - 2:00 pm during the school year

Compensation: \$30,000 - \$45,000 commensurate with qualifications and experience

Position Overview.

The Health Care Practitioner plays a vital role in promoting and maintaining the health and wellness of students within The San Francisco School. This position involves providing and coordinating health care and collaborating with staff, students, and families to ensure a safe and healthy learning environment.

The Work.

Triage and Illness Prevention and Treatment

- Administer first aid to students (and staff as necessary), keep electronic medical records, and communicate with parenting adults
- In case of significant illness or injury, notify parenting adults, teachers, and administrators and determine when to call for emergency services.
- Provide care and manage care plans for students with medical conditions.
- Administer prescription and over-the-counter medications as authorized by parenting adults or physicians, maintain records, and notify parenting adults of medication administration.
- Monitor symptoms of communicable illnesses, provide information to administration and families, and coordinate with public health agencies as needed.
- Prepare all-school reminders of health care protocols, including criteria for returning after illness.
- Train staff on basic first aid and how to administer rescue medication.

Health Care Coordination

- Coordinate health care during the school year, including immunization compliance and collection and maintenance of student health records as needed.
- Collaborate with school counselors to address student health needs.
- Manage list of allergies and medication permission forms as needed.
- Participate in the establishment of health-related protocols and policies.
- Maintain emergency first aid supplies and classroom emergency backpacks.
- Prepare emergency backpacks for day and overnight field trips, including gathering specialized forms and medications.

Manage Health Office

- Manage supply of OTC medications, storage of prescription medication and rescue medication (including EpiPens), and first aid supplies.
- Maintain cleanliness, organization, and safety of Health Office.

Qualifications

Preferred:

- Health care certification such as RN or EMT
- Bachelor's degree in nursing or health-related field
- Familiarity with immunization requirements for State of California

Required:

- One+ years experience (preferably with children).
- Caring attitude toward students.
- Skilled at building rapport with children of all ages and backgrounds, exhibiting empathy, compassion, strong communication, and nurturing bedside manner.
- Calm under pressure.
- Ability to juggle multiple priorities at the same time with frequent interruptions
- Strong verbal and written communication skills.
- Attention to detail and organizational skills to ensure accuracy in care and documentation.
- High-level proficiency working with database systems including Google suite (Gmail, Google Docs, Calendars), web browsers, and Microsoft Office (Word, Excel).
- Ability to quickly reach proficiency in the School's electronic records and communications platforms including August School, PowerSchool, and ParentSquare.
- Ability to provide leadership and collaborate with staff around health-related issues.
- Ability to relate to and communicate with multiple age groups and constituencies, including students, parenting adults, teachers, and administrators.

Benefits

The San Francisco School offers excellent benefits, including medical, dental, long-term disability, life insurance, a TIAA retirement plan, time off with pay on school holidays and breaks, and personal and sick leave. The School also provides a fresh lunch daily for all staff. Employees with children who attend the school may also qualify for tuition remission and childcare.

To Apply

Interested candidates may apply by sending a single document (pdf) with a letter of interest, resume, and two references to jobs@sfschool.org. Candidates may consider combining this position with other part-time offerings (e.g. athletics coach or admissions associate). Fingerprinting, background clearance, and TB testing required.