

St. Paul's Episcopal School in Lakeview, New Orleans seeks an experienced **school nurse** for the 2024-25 school year. The St. Paul's school nurse will serve as the leading health professional for the school community and is responsible for managing and coordinating health services. The nurse serves as a liaison between the school and home regarding student health issues and provides education/training on health issues to students, staff, and families as needed.

This job is considered a leader in the provision of patient care utilizing the Nursing Process within the framework of the Nurse Practice Act, ANA Code for Nurses and Scope & Standards of Practice. This job administers nursing care under the guidelines of a school system, and participates in the implementation and evaluation of student care while ensuring the health, comfort and safety of students, faculty and staff.

Compliance & Privacy Program and Standards of Conduct, including the immediate reporting of any known or suspected unethical or questionable behaviors or conduct; patient/employee safety, patient privacy, and/or other compliance-related concerns.

Education

Required – Registered Nurse Diploma

Work Experience

Required- Pediatric nursing experience, either in an office, clinic, or hospital setting

Certifications

Required – Louisiana Nursing License, registered with the Louisiana State Board of Nursing

Current Basic Life Support (BLS) certification from the American Heart Association

Knowledge Skills and Abilities (KSAs)

- Must have computer skills and dexterity required for data entry and retrieval of patient information.
- Must be proficient with Windows-style applications, various software packages specific to role and keyboard.
- Effective verbal and written communication skills and the ability to present information clearly and professionally to varying levels of individuals throughout the patient care process.
- Must have excellent organizational skills.
- Must have excellent time management skills.
- Must be discreet and maintain privacy of records and information.
- Must be able to work well on a team, respectfully and professionally.

Job Duties

- Administers nursing care in a school environment including: first aid, triage, assessment, medication administration (scheduled and as needed) referrals, social-emotional care, educating, and timely professional communication with parents, faculty and staff.
- Effectively uses the Nursing Process in the delivery of patient/student care.
- Tracking and up-keep of immunization records and physical exam forms required by the state and the school.
- Assesses learning needs and implement teaching strategies appropriate for the diverse needs of the patient, family and other groups or disciplines.

- Utilizes data, information and knowledge to evaluate and promote change in order to achieve optimal outcomes.
- Embraces concepts and behaviors that enhance community satisfaction and employee morale and improvement in the profession of nursing.

The above statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description amended at any time.

Physical and Environmental Demands

The physical essential functions of this job include (but are not limited to) the following: Frequently exerting 10 to 20 pounds of force to move objects; occasionally exerting up to 100 pounds of force. Physical demand requirements are in excess of those for sedentary work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed routinely require exposure to blood, body fluid and tissue.

The incumbent works in a patient care area; works in an area where patients enter; works directly with patients; and/or works with specimens that could contain diseases. There may be an occupational risk for exposure to all communicable diseases.

Because the incumbent works within a healthcare setting, there may be occupational risk for exposure to hazardous medications or hazardous waste within the environment through receipt, transport, storage, preparation, dispensing, administration, cleaning and/or disposal of contaminated waste. The risk level of exposure may increase depending on the essential job duties of the role.

This is a full-time, 10-month position with the hours of 7:30 AM – 3:45 PM, Monday through Friday.

St. Paul's Episcopal School is an independent co-educational school including a program for infants through eighth grade. St. Paul's Episcopal School is dedicated to instilling in our children strength of intellect and strength of character in a Christian environment that is positive, respectful, and familial. We encourage our students to strive to do their best, to be compassionate, and to appreciate and preserve the beauty of life.

St. Paul's does not discriminate against any person in employment, or otherwise because of race, religion, national and ethnic origin, sex, sexual orientation, gender identity, or disability in violation of existing state or federal law or regulations.

Email cover letter, reference list and resume to vleblanc@stpauls-lakeview.org. No calls please.