

## **School Nurse**

### **Full-Time | 2026–2027 School Year**

St. Paul's Episcopal School | Lakeview, New Orleans

### **Position Summary**

St. Paul's Episcopal School, an early childhood through eighth grade co-educational school in Lakeview, New Orleans, seeks a dedicated and compassionate School Nurse for the 2026–2027 school year.

The School Nurse serves as the leading health professional for the school community, managing and coordinating all health services. This role acts as a liaison between school and home regarding student health concerns and provides education and training to students, faculty, staff, and families. The nurse ensures the health, safety, and well-being of the school community while delivering care in accordance with the Nursing Process, the Nurse Practice Act, and ANA standards.

### **Key Responsibilities:**

- Provide comprehensive nursing care in a school setting, including first aid, triage, assessment, medication administration, and referrals
- Communicate effectively and professionally with parents, faculty, and staff regarding student health concerns
- Maintain accurate and up-to-date student health records, including immunizations and required physical forms
- Support students' social-emotional health and well-being
- Utilize the Nursing Process to assess, plan, implement, and evaluate student care
- Identify and address health education needs for students, families, and staff
- Ensure compliance with all privacy, safety, and regulatory standards, including reporting any concerns
- Promote a positive, collaborative environment that supports student health and staff morale
- Perform additional duties as assigned

### **Qualifications:**

- Education - Required: Registered Nurse Diploma
- Required experience: Pediatric nursing experience in a clinic, hospital, or office setting
- Certifications:
  - Current Louisiana Registered Nursing License (in good standing with the Louisiana State Board of Nursing)
  - Current Basic Life Support (BLS) certification from the American Heart Association

### **Knowledge, Skills, and Abilities:**

- Strong computer skills, including data entry and use of healthcare or school-based systems
- Proficiency in Windows-based applications and standard office software
- Excellent verbal and written communication skills
- Strong organizational and time management abilities
- Ability to maintain strict confidentiality and discretion
- Collaborative, professional demeanor with the ability to work effectively as part of a team

### **Physical & Environmental Requirements:**

This role requires frequent physical activity, including exerting 10–20 pounds of force regularly and up to 100 pounds occasionally. Duties may involve exposure to blood, bodily fluids, and communicable diseases, as well as handling medical materials and waste in a healthcare environment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This is a full-time, 10 month position with the hours of 7:30 a.m.–3:45 p.m., 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, or sexual orientation or 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](mailto:vleblanc@stpauls-lakeview.org). No calls please.