



## High School Nurse Supervisor – Health Services

**Reports to:** Vice Principal

**Job Status:** 10-month or 12-month, Full-time, Exempt

**Salary Information:** Salary will be commensurate with experience. This is a 40-hour per week role that may work either 10-month or 12-month and is eligible for healthcare benefits, generous holidays and Personal Time Off (PTO) and a 401(k) match.

**Description:** JSerra Catholic High School has an opening for a full-time RN to oversee and manage a health services program for the assessment, evaluation, maintenance, and improvement of the health of students and staff; strengthening and facilitating the educational process by improving and protecting the health status of students; participating in the identification of and assisting in the removal or modification of health-related barriers to learning in individual students; promoting the prevention of illness and disability as well as early detection and correction/remediation of health issues.

### Responsibilities

Administer medication, basic health care, and first aid and provide emergency care for students and staff. Assess and evaluate the health and healing progress of students as well as other factors affecting the learning process. Communicate with primary care providers and collaborate with members of the academic team in developing accommodations as needed.

- Oversee nursing staff, including:
  - Interview, Hire, train nursing staff for full, part-time coverage and/or summer as needed
  - Lead regularly scheduled Nursing Department meetings to discuss policy changes, student issues, etc.
- Collaborate with parents, students, health care providers, and/or other agencies for the purpose of supporting needed treatment by securing information and complying with any legal requirements.
- Design health maintenance plans to address student health needs and implement health care directions received from parents and/or physicians.
  - Acquire and maintain Student and Staff Emergency Contact & Health Information
  - Maintain parent/physician Request for Medication forms. Interface with parents and student's physician for medications needed during school or on retreats/field trips.
  - Administer all student prescription meds, i.e., Asthma inhalers, Epipens, other various prescription meds.
  - Maintain, monitor, purchase, and administer all over-the-counter (OTC) medications for student and staff usage during the year.
  - Interpret the health and developmental assessments for teachers, administrators, and other professionals directly concerned with the student learning.
  - Refer and provide appropriate community resources of necessary services for further medical attention and assuring continuity of health service and care.
- Provide medications to staff/faculty and any medical counseling/care when needed during school hours.

- Provide staff/faculty information of various health issues through staff in-services regarding major disease processes at the beginning of and throughout the academic school year.
- Offer training for the use of Epipen, glucagon, and 911 procedures.
- Supply each classroom with First Aid Kits that are updated and replenished yearly.
- Respond to medical emergency situations addressing immediate safety concerns and medical issues
  - Provide emergency triage of an injured student, staff/faculty member at any location on the school's campus security.
  - Collaborate with campus security in 911 and emergency issues when they arise on campus.
  - Maintain and write 911 protocols for the Nursing Office.
- Serve and collaborate as the medical liaison to SIT team, School Therapists, and JSerra Administrators regarding students with learning, medical and behavioral issues.
- Act as focal point on communication/information for any new medical issue(s)
- Maintain and prepare all Nursing Office documentation in SNAP program, including all student medical information (immunizations, medications, etc.).
- Provide medical information to faculty for field trips.
  - Provide medication, field trip Instructions/binder, and First Aid Kit.
  - Provide necessary training for faculty, staff, and administration in the proper administration of prescription and OTC medication.
- Participate as a Disaster Team member in meetings, drills to address potential emergency scenarios.
- Conduct programs and activities to ensure compliance with state law and provide information required for government agencies, including immunization records for all students.
  - Report contagious diseases to local public health authorities for the purpose of minimizing infection and complying with legal requirements.
  - Ongoing communication to staff/faculty for EPI, Eye on Influenza reports tracking flu outbreaks throughout the year that can potentially impact student's attendance and learning.
  - Collaborate with Camino Health Clinic and JSerra employees for free flu shots for staff in the fall.
- Update legal nursing issues by close collaboration with OCDE, Orange County Department of Education, NSO-School Nurse Organization, and the local health department.

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

- Excellent written and oral communication skills
- Highly organized
- Able to rely on medical experience and judgment to ensure student health and safety
- Shows initiative and works well independently and in a team environment
- Knowledge of SNAP program is essential. Basic computer literacy is important.

### **Education & Experience**

- Licensed Registered Nurse in the State of California
- Minimum of three years prior experience as an RN
- School nurse experience strongly preferred
- Prior supervisory experience a plus

## Special Qualities & Characteristics

- Passionate for the mission of JSerra (i.e., the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff
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## How to Apply

Interested candidates are asked to first reflect on the **Core Beliefs** (link: <https://www.jserra.org/about/core-beliefs>) of JSerra prior to applying for a position. If after prayerful consideration an applicant believes he or she can support and embrace the foundational principals of JSerra, an email should be sent to **[employment@jserra.org](mailto:employment@jserra.org)** that contains:

- Cover letter indicating position of interest
- Current resume
- Completed & signed **Application for Employment\***  
[https://www.jserra.org/uploaded/About\\_Us/HR/JSerra\\_Employment\\_Application\\_2020.pdf](https://www.jserra.org/uploaded/About_Us/HR/JSerra_Employment_Application_2020.pdf)
- Essay – Provide a maximum one-page typed response to the following:
  - "Having reflected on JSerra's Core Beliefs which articulate our core identity as a Catholic Religious organization, name ways in which JSerra's values align with your own personal values, and then explain in what specific ways you anticipate supporting and advancing our school's mission."
- For teaching positions, applicants must also provide:
  - Letters of recommendation from current (preferred) or previous supervisors (minimum of two)
  - College transcripts

\*You must download and save the Application for Employment PDF to your computer; then open/complete it and re-save it. If you do not save the application before entering data and save again, typed data may be lost.

Please ensure that complete applicant packages are emailed to **[employment@jserra.org](mailto:employment@jserra.org)** in PDF format. Applicants will receive an email acknowledgment that applicant documentation was received. Individuals submitting incomplete applicant packages will not be considered.

**JSerra Catholic High School is a religious 501(c)(3) organization**