STAFF JOB DESCRIPTION

Position/Title: School Nurse
Appointment: School Year 2022/2023
Reports To: Assistant Head of School

Laurel School seeks talented faculty and staff who will put our students first and strive to make a difference in their lives. We seek to attract culturally and academically diverse faculty and staff who thrive on being engaged participants in our community and are committed to anti-racist education and the development of young women as authentic learners and leaders. The most successful candidates are solutions-driven, are willing to listen to learn, embrace iteration and practice as a necessary part of the product, see opportunities before problems, and thrive in a fast-paced, forward-thinking educational environment. Laurel lives our mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to question existing paradigms and to dream, dare, and do.

Position Summary
The school nurse is the primary contact for student, faculty, and staff health concerns. The nurse is a liaison between education and health care, linking school, home, and community to assure that students are in school, ready, and able to learn to their highest levels. The school nurse provides health education, health promotion, preventive health services, health assessment, and referral services in accordance with Laurel School guidelines.

Duties and responsibilities include:
- Implementation and execution of the Laurel School’s student health program
- Providing direct care, utilizing professional assessment skills and judgment calls, the nursing process and established school health protocols
- Providing emergency intervention for illness, injury, and other urgent situations as needed
- Communicating with parents and faculty regarding health concerns of the student
- Implementation of existing student Individual Health Plans and Emergency Action Plans
- Maintaining consistency and quality in delivery of health services
- Promotion for the well-being and safety of the student and the greater school community in mind
- Utilization of Frontline Education School Health Management Electronic health records
- Training of non-licensed faculty/staff on medication administration per the Ohio Department of Health guidelines which include but are not limited to the use of EpiPens and inhalers
- The ability to be a solo practitioner with initiative and ability to work without close supervision independently and with confidence
- Ensuring the Ohio State mandated vision and hearing screenings and a report filed with the State annually
- Ensuring all students’ immunizations must be up-to-date, and a report filed with the State annually, early each year
- Ensuring physical/health reports must be reviewed every year.
  - Activity or health restrictions noted for teachers, athletics, Physical Education, and other activities and accessibility
  - Medication or other issues made known to teachers/coaches before the first day of school
- Sharing information, as needed, with appropriate faculty/staff as needed for the safety and health of the student/student body
- Tracking of health trends like COVID-19, flu, or other outbreaks; including management of said outbreaks and collaboration with local health departments when needed/required
- Observation of absenteeism
Referrals made for findings on screenings, routine visits, emotional or other reasons
Educational efforts to inform faculty, staff, students, and families of personal and/or public health concerns
Wellness Promotion
Daily availability for illness and injury and emotional visits to the nurse by students, teachers, staff, parents
Field Trip preparations for first aid and medication management
Other medically related duties as assigned

Required Qualifications:
The successful candidate must have a bachelor’s degree and a valid license to practice as a Registered Nurse in the State of Ohio, as well as a valid Ohio Department of Education School Nurse Professional Pupil Services Licensure Certificate or have the ability to obtain one. Additional qualifications should include:

- Experienced in Pediatric, Public Health or School Nursing and certified in CPR/AED
- Must be of good moral character, possess a positive attitude, and have excellent communication skills both written and verbal, and be highly organized in all aspects of the nursing profession
- Knowledge and understanding of HIPAA laws and ability to maintain high level of confidentiality and use sound judgment

Salary:
Laurel offers competitive compensation and a comprehensive benefits package.

To Apply:
Please see www.laurelschool.org for further information and a job application.

Work Environment
Laurel School is a dynamic, forward-thinking, K-12 girls’ school with a co-ed pre-primary division, where every child is well known. As a Facing History and Ourselves School, Laurel is fully committed to equity and inclusion; we actively seek a culturally diverse faculty and staff.

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.

Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; gender identity; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.