

Licensed Practical Nurse/Associate Degree Registered Nurse

Status: Non-exempt hourly, Full-Time

Calendar: Academic Year

Overall Objectives

Provides first aid and comfort to injured students, performs health record keeping duties, and conducts focused assessments for students with chronic health conditions or illness under the direction of the licensed school nurse.

Principal Roles & Responsibilities

Health Office Support

- Provides immediate first aid and comfort to injured students.
- Provides care to students who become ill or have health concerns during the school day.
- Maintains documentation of immunizations and other health issues as part of the health records.
- Administers medications and provide routine nursing care for students according to physician's orders & parent/guardian requests
- Assists with vision and hearing screening.

Communication

- Contacts parents by phone or email regarding student health issues.
- Works with classroom teachers to address student health concerns and first aid procedures, and prepares basic first aid supplies for field trips.
- Coordinates and communicates with the Licensed School Nurse and the Health Para to ensure continuous coverage and smooth operation of the health office.

Professional Conduct

- Must model and encourage all behavior outlined by Board approved Professional Conduct Policy.
- Maintains a professional image; completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals; requiring minimum supervision and direction.
- Takes responsibility for own actions; ensures a positive health office environment for all students.
- Demonstrates a commitment to the organization.

Recommended Qualifications

Individual must be certified in CPR, trained in first aid, and have an active license as a registered nurse or licensed practical nurse. Ideal candidate has previous experience working in a Charter School setting with students in Grades KG – 8. Able to speak Chinese a plus, but not required.

Employment Requirements

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by individuals currently holding this position and additional duties may be assigned.

Salary: Competitive hourly rate

Start Date: ASAP

To Apply: Send cover letter, resume, and Application for Employment to HR@yinghuaacademy.org