



Licensed School Nurse (2025-26 Academic Year)

Status: Exempt, Full-Time, Academic Year

Overall Objectives

Provides high-quality healthcare services to students in a school setting, ensuring their physical health and safety. This role requires compassion, clinical knowledge, and sound judgment to promote student wellness in alignment with state regulations, professional standards, and the mission, values, and guiding principles of Yinghua Academy. The Licensed School Nurse also supervises the Health Services Office.

Principal Roles & Responsibilities

- Develops and maintains a system for providing first aid, emergency care, and dispensing of medications/treatment/procedures to students.
- Administer medications and treatments to students per physician's order and parent authorization according to Yinghua policies and procedures.
- Addresses current health problems, needs, and concerns of students to their parents and appropriate school staff; develops individualized health plans (IHPs) based on student health needs.
- Identifies health problems of school-aged students through assessment, health histories, annual review of health records, and screening programs.
- Conduct vision, hearing, and other health screenings to identify potential health problems early.
- Supervise and delegate appropriate health tasks to the Health Paraprofessional, ensuring alignment with licensure guidelines and school needs.
- Trains, supervises, and monitors designated personnel in their performance of delegated nursing functions.
- Lead or coordinate staff training on health-related topics, including school health policies, incident reporting procedures, emergency protocols, and bloodborne pathogen safety.
- Survey, report, and assist in the prevention and control of students with communicable disease.
- Assists in the identification of students with disabilities; interprets and provides pertinent health information related to the student's disability for the individualized education plan (IEP).
- Provides health information/education and promotes wellness to students and parents to assist them in making decisions regarding students' health and health behaviors.
- Respond to medical emergencies and provide immediate care until professional help arrives.
- Contribute to a safe and healthy school environment by implementing and enforcing health and safety policies.
- Inventory and order first aid supplies and equipment.
- Collaborates effectively with students, colleagues, parents, staff, and community agencies in the best interests of student health needs.
- Attend staff meetings and school events as needed, supporting the broader mission of the school.
- Other duties as assigned.

Program Compliance

- Annually review the immunization status of students, maintain records of student immunizations, and report annually to the MN Department of Education and MN Department of Health.
- Prepare and submit required health reports to local and state agencies.
- Ensure proper infection control practices and compliance with OSHA standards, including universal precautions and bloodborne pathogen procedures.
- Implement district policies relating to health, such as administration of medications, reporting child abuse, public use of school records, and immunizations.
- Initiates, maintains, and annually reviews student health records; collects daily, monthly, and yearly statistical information.
- Ensure schoolwide adherence to health-related policies in the Student & Family Handbook and internal protocols.

Communication

- Addresses current health problems, needs, and concerns of students to their parents and appropriate school staff.
- Promptly report concerns or critical issues to the Executive Director and other appropriate school personnel.
- Collaborate with school leadership, counselors, the student support team, and administrative staff to support student wellness.
- Collaborates effectively with students, colleagues, parents, staff, and community agencies in the best interests of student health needs.

Professional Conduct

- Maintain current nursing licensure and required certifications.
- Uphold professional and ethical standards in all interactions, maintaining confidentiality and respect in all matters, including student-related information and sensitive organizational topics.
- Maintain confidentiality in all areas related to students.
- Upholds the ethical standards of the licensed nurse/educational professional by adhering to federal, state, and Yinghua Academy policies and procedures.
- Demonstrate reliability, good judgment, and a student-centered approach to care.
- Participate in required training and ongoing professional development relevant to school health.
- Commitment to Yinghua Academy's mission, values, and guiding principles.

Qualifications:

- Bachelor's degree in Nursing or related field
- Minnesota School Nurse License with Public Health Nursing registration
- CPR, First Aid, and AED certification
- Experience in K–8 school environments or working with children
- At least 2 years of experience in pediatric, school, or public health nursing (preferred)
- Strong clinical assessment and decision-making skills
- Effective verbal and written communication
- Highly organized with attention to detail and accuracy
- Ability to maintain confidentiality and manage sensitive information professionally
- Technologically proficient (Google Workspace, student info systems, etc.)
- Ability to work independently and collaboratively in a fast-paced environment
- Cultural awareness and ability to interact respectfully with a diverse community
- Bilingual in Mandarin Chinese and English (preferred)

Employee Requirements

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

Salary: \$52,000; performance-based increases

Benefits:

We offer a comprehensive benefits package for employees working a minimum of 30 hours per week. This includes health, dental, and vision insurance, Kavira (direct-to-employer healthcare), Flexible Spending Accounts for medical and dependent care, as well as life insurance, accidental death and dismemberment (AD&D) coverage, and long-term disability insurance.

Start Date: August 12, 2025

To Apply: Send Cover Letter, Resume, and [Application for Employment](#) to HR@yinghuaacademy.org.

Yinghua Academy is an Equal Opportunity Employer

Yinghua Academy District 4140-07 prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at <https://www.yinghuaacademy.org/ourteamadministration/school-management/>