



ALL SAINTS CATHOLIC SCHOOL

School Nurse Job Description

Position: School Nurse

Reports To: Principal

Employment Status: Full-Time/Part-Time

School: All Saints Catholic School

Position Summary

All Saints Catholic School is seeking a compassionate, organized, and qualified school nurse to support the health, safety, and well-being of students. The school nurse is responsible for providing appropriate nursing care, responding to student health needs, maintaining required health records, administering medications in accordance with established policies, and promoting a healthy and safe school environment.

The ideal candidate demonstrates sound professional judgment, communicates effectively with students, families, faculty, and staff, and understands the unique health and developmental needs of elementary and middle school students. The school nurse is expected to support and respect the mission and values of a Catholic school community.

Our Mission

All Saints Catholic School provides a quality Catholic education in a safe environment where Jesus Christ is the model for the spiritual, academic, and personal growth of each unique student.

The school nurse supports this mission by promoting the health, safety, dignity, and well-being of every student and helping create an environment in which students are prepared to learn and grow.

Duties and Responsibilities

- Demonstrates and applies current nursing knowledge in school practice while complying with NASN's Scope and Standards of Practice in School Nursing.
- Provides nursing assessment and medical care for students and staff in the case of injury or illness.
- Maintains comprehensive school health records and identifies significant health needs. Monitors for appropriate immunization and physical examination requirements in accordance with the Massachusetts Department of Public Health.
- Establishes a process to identify students at-risk for physical and psychosocial problems, communicates health needs to other school personnel as appropriate, and establishes a referral system using both internal and community resources.
- Maintains appropriate documentation including electronic school health records, daily logs, medication administration, accident/incident reports, and special needs encounters.

- Develops individual health care plans and modifications for students with special health care needs.
- Implements mandated school health screenings according to the Massachusetts Department of Public Health regulations. Initiates referrals when required, monitors for follow-up, and provides accommodations as prescribed by medical providers.
- Medication administration to students with parent/guardian and physician consent, while following Massachusetts medication administration protocols.
- Integrates health education in daily practice.
- Identifies the needs of students and staff and teaches health promotion and disease prevention as needed.
- Provides health education and counseling on an individual basis as needed to students, staff, and parents.
- Prepares regular written/computerized reports for the School Nurse Manager, the Massachusetts Department of Public Health and other relevant agencies.
- Communicates effectively with students, staff, parents, administrators, and physicians.
- Participate in the development and review of school emergency and crisis-response procedures.
- Other duties as assigned by the Principal/Administrator or School Nurse Manager.

Qualifications

- Current Massachusetts license as a Registered Nurse (RN) required.
- Bachelor's degree in nursing preferred or as required by applicable regulations.
- Current CPR/AED and first aid certification required from a recognized provider (ex. American Heart Association).
- Previous nursing experience required; experience in pediatrics, school nursing, community health, or a related setting preferred.
- Knowledge of childhood illnesses, injuries, chronic health conditions, medication administration, and emergency response.
- Experience with electronic school health records and charting.
- Strong organizational skills and attention to detail, particularly in maintaining student health records and medication documentation.
- Ability to communicate effectively and compassionately with children, parents, faculty, staff, administrators, and healthcare providers.
- Ability to maintain strict confidentiality regarding student and family health information.
- Ability to work independently, exercise sound professional judgment, and appropriately prioritize student health needs.
- Willingness to support and respect the mission, values, and Catholic identity of All Saints Catholic School.

Application Process

Interested candidates should submit a letter of interest and resume to

Amy Rodgers, Principal
 All Saints Catholic School
 Email: arodgers@ascs.dfrcs.org

Interview and Hiring Requirements

Candidates selected for an interview will be asked to provide:

- Four letters of reference

Candidates offered employment must also:

- Successfully complete all diocesan-required background checks, including fingerprinting
- Complete required diocesan safety training
- All school nurses are required to take four online training sessions for school nurses. The trainings are: An Introduction to Medication Administration and Delegation in Massachusetts Schools, Managing a Medication Administration and Delegation Program in Massachusetts Schools, School Health Screenings, and SBIRT in Schools. More information will be provided by the School Nurse Manager.