



## **School Nurse Search**

### **Job Description**

**Monday- Friday**

**7:30 a.m. - 2:30 p.m.**

We are looking for an experienced school nurse to join the St. John the Evangelist School community. St. John the Evangelist School is located in Attleboro, Massachusetts. We are a private Catholic school that serves students from PreKindergarten through Grade 8.

The primary responsibility will be to provide health services to students when they are at school. For example, you will treat injuries and mild to acute illnesses, or support students with chronic illnesses. You will also help with preventive care by educating students on how to avoid communicable diseases and having proper hygiene. You must also ensure compliance with national and local health laws related to COVID-19 guidelines.

To succeed in this role, you must have excellent organizational skills and the ability to communicate with children, their parents or guardians, and teachers. If you meet these requirements, and you also have a genuine interest in improving children's lives, we would like to hear from you.

### **Qualifications for School Nurse**

- Bachelor's Degree
- Registered Nurse (RN) license
- Knowledge of many areas of health including mental health
- Knowledge of school laws and policies
- Ability to work independently or with others
- Ability to communicate well with others
- Ability to assess situations and act quickly



- BLS/CPR certification
- Knowledge of state health regulations
- Ability to multitask

### **General Responsibilities:**

- Establish and maintain a comprehensive health program for students, parents, and employees of the district.
- Conduct student health appraisals, including:
  - a. Medical examinations.
  - b. Vision screenings.
  - c. Hearing screenings.
  - d. Weighing and measuring.
  - e. Follow-up of problems noted.
  - f. Consultation with teachers and parents regarding health problems.
- Coordinate a program of communicable disease control based on Massachusetts immunization laws, to include:
  - a. Maintaining immunization records for each student.
  - b. Communicating with parents regarding immunization requirements.
- Coordinate a comprehensive program of caring for students who are injured or who become ill at school.
- Provide faculty and staff with first-aid training and supplies.
- Assist in providing emergency care for accidents and sudden illness of pupils until parents assume responsibility. Notify parents and building administrators regarding children who are severely ill or injured.
- Prepare school accident reports.
- Coordinate and supervise a comprehensive program of dental health education.
- Encourage parents to provide their children with annual dental check-ups.
- Coordinate and supervise a comprehensive program of health education
- Encourage periodic health examinations for all children.



- Confer with parents and community agencies concerning the health of children.
- Assist in planning the health curriculum and instructional materials.
- Assist in the prevention and control of communicable diseases.
- Assist in referral and planning programs for exceptional children.
- Counsel with teachers, students, and parents concerning children's individual health problems.
- Maintain a cumulative health folder for each student, recording all data pertinent to the child's health.
- Submit accurate and timely reports as required by various health agencies.
- Immediately report to the Principal any safety hazards or unsanitary conditions observed in the school environment.
- Order and maintain all supplies for the health service program.
- Assist with enrollment procedures.
- See that Diocesan policies are observed during all activities.
- Keep abreast of new information, innovative ideas and techniques.
- Obtain advance approval of the Principal for all activities and expenditures.
- Other duties as assigned by the Principal, or other Administrative Staff.

### **Application Process:**

To apply, please email the following documents, confidentially, and as separate PDF attachments to Mrs. Kellie Kickham, M.Ed at [kkickham@sje-school.com](mailto:kkickham@sje-school.com).

- Cover letter (no greater than two pages),
- Current Resume (include all work and service-related experiences, dates, and education related to the position)
- List of three references with names, phone numbers, and email addresses. References are to include a pastoral, personal, and professional associates. No references will be contacted without your knowledge and approval.

Mrs. Kellie Kickham, M.Ed.  
13 Hodges St.  
Attleboro, MA 02703