



# CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

## **Job Description – School Nurse (Lower School)**

The School Nurse is a full-time, salaried position with a 9.5-month work schedule (185 days). The School Nurse will report to the Director of School Operations.

### **Position Overview**

The School Nurse supports student success by providing health care through assessment, intervention, and follow-up for all children within the school. He or she addresses the physical, mental, emotional, and social health needs of students and supports their achievement in the learning process.

The School Nurse's essential duties and responsibilities are as follows:

- Providing healthcare to students and staff
- Performing health screenings
- Coordinating referrals to private healthcare providers
- Serving as liaisons between school personnel, family, and community healthcare providers to ensure a healthy school environment
- Developing plans for student care based on assessment, interventions, and identification of outcomes, and the evaluation of care
- Serving as consultants with other school professionals, such as food service personnel, physical education teachers, coaches, and general education and special education teachers
- Providing health-related education to students and staff in both individual and group settings
- Managing communicable diseases and assessing the school environment as to prevent injury and ensure safety
- Actively participating in school safety plans that address school violence, bullying, and emergencies that may occur at school
- Overseeing medication administration, health care procedures, and the development of healthcare plans
- Overseeing vision, hearing, body mass index, and mental health screening procedures
- Making decisions related to the delegation of healthcare tasks as directed by state laws and professional practice guidance
- Providing health advice to school educational teams, such as the Committee on Special Education and the Individualized Educational Plan (IEP) team

### **Computer Skills**

To perform this job successfully an individual must have knowledge of Microsoft Office Suite, (Word, Excel, OneNote, Power Point) and a familiarity with Google Workspace

### **Qualifications**

- Registered nurse, currently licensed in Ohio
- BSN/BS or more advance nursing education
- Preferred minimum of three (3) years RN nursing experience dealing with children and/or adolescents

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

### **Compensation, Benefits and Hiring**

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and retirement plan with employer contribution. Children will receive enrollment priority if their parent(s) are full time employees at the time of enrollment. All employees will be required to pass background checks.

### **Application Process**

Staff applicants must submit the following in a single email to [careers@cincyclclassical.org](mailto:careers@cincyclclassical.org):

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume
- Three professional references. Please include email address and phone number for each reference.