Reports to: Chief Operating Officer

General Qualifications:
- Evidence a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
- Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
- Licensed to practice professional nursing by the NC Board of Nursing (required).
- Possess knowledge of current standards as identified by the National Association of School Nurses.
- Minimum of 3 years’ experience in a school setting preferred
- Minimum of 3 years’ RN experience working with young children and adolescents (ages 5-18)
- Evidence strong organizational, communication, interpersonal and technological skills.

Primary Responsibilities:
The school nurse serves in a pivotal role to provide expertise and oversight for the provision of school health services and promotion of health education. Using clinical knowledge and judgment, the school nurse provides health care to students, faculty and staff, performs health screenings, seeks teaching opportunities and coordinates referrals as indicated to the healthcare provider. The school nurse addresses the physical, mental, emotional, and social health needs of students and supports their achievement in the learning process. The school nurse serves as a liaison between school personnel, family, community and healthcare providers to advocate for health care and a healthy school environment.

General Health Care:
- Obtain student health information regarding past medical history, allergies, and any other pertinent information needed to provide health care.
- Observe students for development concerns and health patterns that may not be appropriate.
- Develop plans for student care based on the nursing process, which includes assessment, interventions, and identification of outcomes and evaluation.
- Provide yearly vision screenings to selected grade levels.
- Maintain current immunization records for students and completion of annual report to the NC Immunization Branch.
- Maintain an ongoing record of each student visit to the Health Room, document treatment given, and any appropriate follow-up.
- Provide emotional and spiritual comfort to students experiencing emotional difficulties often presented as physical symptoms.
- Provide care for acute illness and injury.
- Provide a safe and healthy school including managing communicable disease, assessing the school environment of school safety plans to address issues from bullying to a wide range of emergencies.
- Participate in the implementation of the school emergency plan.

Education:
- Provide ongoing education to students on a wide variety of topics such as nutrition, asthma, diabetes, attention deficit disorder, obsessive-compulsive disorder, allergies, athletic injuries and many more.
- Provide education to faculty and staff regarding preventative health care.
- Educate parents regarding current medications, current treatment modalities, proper use of appliances and medications.
- Educate staff annually regarding bloodborne pathogens and responding to an emergency (i.e.: use of EpiPen and inhaler)
- Educate and certify staff and students in CPR and First Aid.
- Consult with other school professionals, including food service personnel, physical education teachers, coaches, and counselors to promote health and safety.
Medication Administration:
- Provide safe administration of medications within adherence to safe nursing practice.
- Maintain an ongoing monitoring of therapeutic benefits and side effects.
- Document every medication as to when the medication was given, and by whom it was given.
- Educate students on proper use of medication, including overuse of medication, proper means to dispense medications and any other medication that requires special instruction.
- Keep all medications in a locked cabinet, in original container labeled with the name of the drug, route of administration, student's name, and time medication is to be given.
- Be aware of and have access to current, reliable information regarding the safe use of medications.

Communication/Policy Formation:
- Maintain open lines of communication with parents regarding student health issues.
- Assist in the formation of policies and procedures in the school setting which affect student health.
- Provide updates to administrators regarding any health concerns which could have the potential to affect a large part of the student body, or which could cause parental concern.
- Maintain communication with teachers regarding any health concerns that could possibly have an adverse effect on the classroom setting.

Personal and Professional Profile:
The ideal candidate will:
- Be a born again Christian exhibiting a close personal walk with Jesus Christ: modeling and exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
- Evidence a teachable spirit and general willingness to learn and grow.
- Evidence strong communication skills, both written and verbal.
- Demonstrate adeptness at problem solving and conflict resolution.
- Evidence strong organizational skills and ability to finish tasks in a timely manner.
- Demonstrate emotional maturity and stability in dealing with the challenges in a school setting.
- Evidence the ability to maintain confidentiality pertaining to school matters.
- Evidence the ability to work collaboratively within a team.
- Possess strong computer skills and familiarity with appropriate learning technology.
- Have the ability to present a positive image of the school to others and to the community.
- Collegiality: Interacts with and contributes to the professional development of peers and school personnel as colleagues
- Collaboration: Collaborates with the student, the family, school staff and others in the conduct of school nursing practice
- Ethics: Integrates ethical provisions in all areas of practice
- Research: Integrates research findings into practice
- Resource Utilization: Considers factors related to safety, effectiveness, cost and impact on practice on the planning and delivery of school nursing services
- Leadership: Provides leadership in the professional practice setting and the profession
- Program Management: Manages school health services

Mission Statement: Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.