



Good Shepherd Episcopal School seeks a committed and enthusiastic **School Nurse** for the 2023-2024 academic year. Position is part time and reports to the Head of School.

Under the direction of the Head of School, the School Nurse administers first aid and medication to students of Good Shepherd Episcopal School (GSES or School), maintains appropriate medical records for GSES students and performs certain select administrative functions for the School with the Assistant Head of School for Operations and the Dean of Admission.

The School Nurse supports the School's mission and philosophy and plays a critical role in the School's successful operations. The School Nurse will work collaboratively with faculty and staff to ensure a welcoming office environment and promote stewardship among all constituencies. The School Nurse will work to create a positive and supportive atmosphere for students, parents, staff, and visitors, while providing first aid and care to those in need.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The School Nurse is responsible for safe-guarding and managing the health of students in grades PK-8. The preferred candidates will

- Manage student medication and School medical supplies;
- Facilitate and administer first aid and appropriate medical care as needed;
- Take temperatures for visitors and ill students;
- Maintain up-to-date records of student physicals and vaccinations;
- Ensure absent students have doctors' notes clearing them to come back to school;
- Manage the School's flu clinic;
- Monitor COVID-19 regulations as they change and make the staff aware of the changes and medical recommendations about school policies;
- Ensure the staff and students follow VDH, CDC and other applicable COVID-19 guidelines;
- Maintain the CPR/AED box monthly and sign off on the checklist;
- Order medical supplies and medications;
- Inform the staff of student allergies and medical conditions;
- Teach staff about blood borne diseases, Epi-pens and other medical issues and training as needed;
- Maintain congruency between the School's mission and philosophy and student affairs; and
- Perform other duties as assigned from time to time, including but not limited to maintaining student attendance records and assisting with daily carline.

REQUIREMENTS

- Bachelor's degree in nursing and 3-5 years' experience preferred;
- Active Registered Nurse license in Virginia;
- Planning, organization, and problem-solving skills;



- Experience in a school environment, preferably in an independent school;
- Demonstrated knowledge and experience in child development and educational practices;
- A commitment to best practices in medicine;
- Ability to communicate effectively with students, families, and colleagues;
- A clear commitment to diversity, community, and inclusion in school communities; and
- An ability to work in a collegial and collaborative environment.

The School Nurse position is 10-month, part-time, benefited position at approximately 30 hours weekly. Occasional evening hours are required as needed.

ADDITIONAL INFORMATION

Candidates interested in pursuing this position should send a cover letter, resume, and reference contact information to Assistant Head of School Nancy Negus at nnegus@gses.org. Please include "Physical Education Teacher" in the subject line.

ABOUT GOOD SHEPHERD EPISCOPAL SCHOOL

Our community spirit is strong, as we are bound by a common purpose, which is to inspire our students to achieve academic excellence within a diverse, nurturing community. Our PK-8 program allows our students to build character and foster respect for one another and our shared environment.

Our instruction and program reinforce this common purpose and allow growth through hands-on experiences, especially taking advantage of our location at the intersection of the James River and Forest Hill Park in history-rich Richmond, Virginia. We are proud of the strength of our outdoor programming, the creativity of our curriculum, and our commitment to the individual needs of our students. We are a school where creativity meets community in the heart of Forest Hill, while staying "rooted in community, strengthened by diversity, and inspired by possibility."