



School Nurse

Bear Creek Community Charter School is seeking qualified candidates for the position of School Nurse. This is a full-time, ten month position for 198 days per year. Candidates must have, at minimum, a Bachelor's Degree in Nursing, current Pennsylvania Registered Nurse License and certification as an Educational Specialist with the Pennsylvania Department of Education.

The School Nurse is responsible for coordinating, planning, and providing direct services to ensure that the school's student health program is implemented according to state law while maintaining and/or improving the health status of students, enabling them to fully benefit from their educational experience.

This position requires a dedicated, caring and compassionate individual with a willingness to embrace a culture of continuous improvement for the benefit of students. Knowledge of the Pennsylvania School Code and Pennsylvania Department of Health Regulations is critical.

Bear Creek Community Charter School offers full-time employees a competitive starting salary, comprehensive benefit package, performance-based annual bonus, longevity bonus at 5, 10 and 15 years, free daily meals and a rewarding work environment.

Please submit a Standard Pennsylvania Teaching Application with appropriate attachments to:

Human Resources
Bear Creek Community Charter School
30 Charter School Way
Bear Creek Township, PA 18702

Bear Creek Community Charter School is an Equal Opportunity Employer.



School Nurse Job Profile

Reports To: Director of Student Affairs

Base Wage: Dependent Upon Experience

Status: Full Time – Ten Months

FLSA: Exempt

Created: September 5, 2024

Revised: N/A

Position Summary

The School Nurse is responsible for coordinating, planning, and providing direct services to ensure that the school's student health program is implemented according to state law while maintaining and/or improving the health status of students, enabling them to fully benefit from their educational experience.

Essential Functions

1. Consistently promote and uphold the school's mission and core values.
2. Develops and maintains a comprehensive school health services program for students, following the requirements outlined in the Pennsylvania School Code, Pennsylvania Department of Health Regulations, Division of School Health guidelines, Pennsylvania Department of Education Regulations, and school policies.
3. Consults with school leadership to establish, review and revise policies and procedures for a comprehensive school health program.
4. Coordinates and schedules dental and physical examinations for students.
5. Provides current information for use by school staff on such subjects as the growth and development patterns of children, first aid practice, accident prevention, communicable disease regulations and assists in evaluating the content of material used for teaching health-related topics and offers assistance in providing sources of information.
6. Uses data collected to help plan and evaluate the school's health program.
7. Completes and submits accurate and timely reports required by the charter school, Pennsylvania Department of Health, Pennsylvania Department of Education and other similar entities.
8. Provides direct services to students, using the nursing process to provide care to the school community that is aligned with current medical practice and nursing standards, relevant statutes and regulations.
9. Performs and/or oversees mandated health screenings and completes referrals and follow-up where applicable.

10. Manages acute and chronic disease according to documented student care plans.
11. Implements policies and procedures for the control of communicable diseases, in collaboration with the Pennsylvania Department of Health.
12. Provides first aid for illness or injury to students, while accurately documenting nursing assessment, diagnosis and treatment.
13. Coordinates with other medical professionals as it relates to health care plans for students with special health care needs and updates medical documentation as required.
14. Reviews and monitors immunization status. Initiates appropriate referrals to update immunizations as necessary.
15. Maintains comprehensive health records for each student, including records of school nursing services provided.
16. Assists in interpreting the health needs of students to parents and teachers, and assists families in utilizing community resources for improving the health of children.
17. Administers medications and performs procedures according to physician orders, school policies and procedures, and best practices. Ensures physician orders for individual student medications and /or treatments comply with requirements for administration.
18. Informs teachers of health conditions of students which may affect behavior, appearance or academic performance.
19. Facilitates an organized system of coordinated care for students by collaborating with entities within and outside of the school community to ensure continuity of care for students.
20. Identifies high risk students to needed services, including students presenting signs of child abuse.
21. Actively engages in the school community, including but not limited to the Student Assistance Program, Academic Support Program, School Safety Committee, Crisis Team, etc.
22. Promotes a safe and healthy school environment.
23. Coordinates first aid, CPR, AED and other similar training for staff.
24. Applies appropriate nursing theory and evidence-based practice as the basis for decision making in the school setting.
25. Serves as resource person to facilitate learning of positive health and wellness behaviors for students and staff.
26. Attend required meetings and serve, as appropriate on committees.
27. Support a culture of continuous learning and improvement.
28. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

29. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
30. Work to avoid the appearance of any conflict of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
31. Adhere to the Staff Handbook, school procedures and protocols local, and all local, state and federal laws.
32. Effectively utilize technology and/or electronic equipment to support the fulfillment of responsibilities.
33. Perform any other duties and responsibilities as assigned, and not otherwise prohibited by law or regulation.

Minimum Qualifications

The minimum qualifications or standards required to perform the essential job functions are:

1. Bachelor's Degree in Nursing.
2. Current Pennsylvania Registered Nurse license.
3. Certification as an Educational Specialist by the Pennsylvania Department of Education.
4. Current CPR/AED certification.
5. Successful demonstration of skills relating to communication, problem solving, organization, and the ability to motivate people.
6. Demonstrate strong self-confidence, integrity and good moral character.
7. Exhibit a personality that demonstrates interpersonal skills that relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Ability to obtain the appropriate state and federal background checks and clearances acceptable to the school and required for ongoing employment in a public school setting.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation.
13. Meet such alternatives to the above qualifications as the Chief Executive Officer may find appropriate and acceptable.

Core Competencies

The successful candidate for this position must be able to demonstrate the following core competencies:

Core Competency	Description/Characteristics
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of action with a minimum of planning; seizes opportunities when they arise.
Approachability	Is easy to approach and talk to; can be warm, pleasant and gracious; is sensitive to and patient with others; builds rapport well.
Composure	Is cool under pressure; does not become cynical, moody or hostile when times are tough; is considered mature; can be counted on to hold things together during rough times; can manage personal stress; is not knocked off balance by the unexpected.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers (students, parents, staff and general public); gets first-hand customer information and uses it for operational improvements; talks and acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Dealing with Ambiguity	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
Ethics and Values	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and tough times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
Informing	Provides the best information people need to know to do their jobs and to feel good about being a member of a team; provides direct information to individuals so they can make accurate decisions; is timely with information.
Integrity & Trust	Has an uncomplicated and uncompromising understanding of right from wrong, both publicly and privately. Demonstrates courage of conviction for what they believe. Is widely trusted and is respected as a direct, truthful individual. Keeps confidences; doesn't blame others for his/her own mistakes.
Interpersonal Skills	Listens effectively and communicates ideas and opinions clearly. Is assertive while showing respect and positive regard for others. Demonstrates an appreciation for people with different backgrounds and points of view.

Core Competency	Description/Characteristics
Learning on the Fly	Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure.
Organizing	Can marshal resources to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
Organizing and Problem Solving	Can orchestrate multiple activities at once to accomplish a goal; uses time and resources effectively and efficiency; arranges information in a useful manner; solves problems with effective solutions; asks good questions and probes all fruitful sources for answers; looks beyond the obvious and doesn't stop at the first answers.
Organizational Agility	Knowledgeable about how organizations function; knows how to get things done through both formal channels and the informal network; understands the origin and reasoning behind key policies, practices and procedures.
Perseverance	Pursues everything with energy, drive, and the need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks; can be counted on to exceed goals.
Priority Setting & Time Management	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; uses time effectively and efficiently; eliminates roadblocks and creates focus; sets priorities.
Results Orientation	Stays the course from start to finish; does not confuse effort with results; separates what is important from what is not. Is action-oriented and full of energy for things that he/she as challenging; not fearful of action with a minimum of planning.
Technical Skills and Learning	Has the functional and technical knowledge and skills to do the job at a high level of accomplishment; picks up on technical things quickly; can learn new skills and knowledge.

Other

The School Nurse must be physically able to exert up to 100 pounds of force occasionally, and/or a negligible amount of force constantly to move or restrict persons or objects. He/she must occasionally lift and/or move up to 25 pounds.

While performing the functions of this job, the employee is occasionally exposed to cold, heat, and outdoor weather conditions.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; and frequently required to stand, walk, sit, reach with hands and arms; and is occasionally required to climb or balance, stoop, kneel, or crouch.

Employee must be willing to work additional hours/overtime as requested, including after-school activities.

Employees must be able to drive or otherwise successfully transition to and from off-site meetings and activities. A valid Pennsylvania Driver's License and clean driving history is required.

The position requires the ability to:

- Compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Speak and signal people to convey or exchange information. This includes giving instructions, assignments or directions to students, staff members or other stakeholders.
- Read a variety of correspondences, manuals, journals, etc. Requires the ability to make presentations, provide instruction, prepare reports, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.
- Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety information in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Record and deliver information, to explain policies and procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently at a variety of levels, with students of various age groups and abilities, along with parents and other professionals.
- Utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply principles of statistics and statistical inference.
- Coordinate hands and eyes rapidly and accurately in using computer and other equipment.
- Handle a variety equipment. Must have minimal levels of eye/hand/foot coordination.
- Differentiate between colors and shades of color.
- Specific vision abilities including close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.
- Deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Talk and hear. Talking includes, but is not limited to, expressing or exchanging ideas by means of spoken words. Hearing includes, but is not limited to, perceiving nature of sounds by ear. Must be able to communicate via telephone, as well as e-mail and in person.

Disclaimer

The preceding job profile has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

ACKNOWLEDGMENT

I, _____, have read and received a copy of this job description for the position of School Nurse and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

